

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD
IN THE GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 2 NOVEMBER 2021 AT 6.30PM.

PRESENT Mrs S Ings Mr D Kent
 Mr R Mayne Dr P Rivett
 Mr J Sharrod Mrs E Sheppard
 Mrs S Sims Mr R Wignall

In attendance Mr H A Bleach - Caretaker

113. APOLOGIES

Apologies tendered by Mrs C Evison and Ms O'Grady

114. 200 CLUB DRAW

114.1 The draw for November took place with the winners as below:

Prize	Winner	Number	Prize
First Prize	Mrs D Barkham	7	40.00
Second Prize	Mrs S Hellings	72	16.00
Third Prize	Mr R Whincop	137	10.00

114.2 Number of subscribers: 132 The December draw will take place at the Christmas Fayre on 27 November.

114.3 Publicity. It was agreed that we would publish the advertising in the Lavant News in the New Year and not go to the expense of having flyers printed - cost would be £60+

ACTION - IN NEW YEAR

115. MINUTES of the meeting held on 5 October 2021, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

116. MATTERS ARISING

116.1 Min 103.3 Defibrillator. Mr Wignall reported that he had had a reply from SECam to say the defibrillator is on their data base but this is not shared with third party sites. When a 999 call is received and a defib required providing the caller is within 400m they will informed of its position. SECam have recognised ownership.

116.2 Min 103.4 Car Park closure. Mr Wignall and Mrs Ings attended a meeting with the contractor who will try to link the work into our diary of hirings e.g., Auction day is a busy event. There is more concern regarding work on the drains due to be undertaken in the New Year. This is still in the planning stage but may be disruptive to hall users.

ACTION - ONGOING

116.3 Min 107.2 The Terms and Conditions have been amended to include deposits to be made for wedding hirings and the reference to 'rubbish' is to include 'confetti'. Invoices have been sent to wedding hirers and to date nothing adverse has been heard.

7. FINANCE

117.1 Treasurer's monthly report for September - see appendix 1 attached.

117.2 Min 104.2 Gift Aid The Treasurer reported that Gift Aid cannot be claimed on the recent donation of £5000. Chairman to send a letter of thanks to the donor.

ACTION - CHAIRMAN

However, we are now set up to claim Gift Aid on any future donations.

117.3 The FIT rebate of £1100 is up on that of last year. The electricity generated by ourselves will help to offset the price increase in electricity next year. We are now on a three year fixed contract with Scottish Power. The company has been given meter readings but won't accept them - they are asking for photos of the meters. The £350 monthly payment is considered a conservative estimate of costs. Mr Bleach will continue to provide meter readings to the Treasurer.

118. CHAIRMAN'S REMARKS - Moving forward. Nothing further to report.

119. HALL BOOKINGS

119.1 The projected income until next August, from payments received, bookings and invoices are up by £1500. It is hoped that hirings will continue to move in the right direction.

120. CARETAKER'S REPORT

120.1 Road gullies - still to be cleared. Mrs Ings will ask Parish Clerk to chase up Highways.

ACTION - MRS INGS

120.2 Mr Bleach reported small leak over the back corridor from the roof. Investigations needed.

120.3 Min 95.2 Cleaning update. Mr Bleach reported that perhaps we should get T & T Cleaning to come in three times a week. On Wednesday's they could do a quick check and clean what necessary and also look to clean additional things not generally done in their regular cleans. Mr Bleach could make a list of items requiring attention, and to this end Dr Rivett has spoken to them and they are happy to have a list provided. T & T like to have set cleaning days - they find Sundays difficult.

120.3.1 T & T invoice to be checked by Mr Bleach before paying.

120.4 Min 107.4 Table trolley. The trolley is heavy when loaded and difficult to manage. Mr Bleach still trying various ways to make it easier to manage - rather than going ahead to purchase a new trolley.

ACTION - ONGOING

120.5 Lighting tubes in the Main Hall. Some need replacing - do we replace them or change the fittings to more efficient ones. It was agreed that at this time we replace the tubes and consider replacing all the fittings in the future. Agreed to replace the tube in the Green Room.

120.6 Heating. It appears that the timing control is not working - the heaters are not cutting out. Mr Bleach to contact the electrician to check the controls.

ACTION - MR BLEACH

120.6.1 Instructions for heaters. Mr Wignall to contact Mr Baldwin to see if he knows where they are.

ACTION - MR WIGNALL

121. IMPROVEMENTS

121.1 Min 108.2 Refurb sports section - update. Mr Wignall and Dr Rivett met with Mr Ben Smith, architect, to discuss the brief for the proposed work. Mr Smith looked around the Hall and will provide us with a specific fee for his proposal - he will prepare a specification and a tender pack including costs which will go to contractors suggested by Mr Smith. We hope to cover the costs of the required core work and be able to include extra items, such as replacement skylights.

ACTION - ONGOING

121.1.1 A question arises as to whether we would require planning permission to replace the skylights - they are not visible from outside, and replace any windows with double glazing units - this could potentially be an issue.

121.1.2 The blocked up window in the sports section does not contain asbestos.

121.1.3 Mr Bleach suggested that perhaps now was the time to think of extending the 'footprint' of the sports section by building into the small rectangle area outside (basically to square up the building). It was pointed out that this could be problematic, services for the building run under that space. It had been looked at by Mr Smith but he felt that at this time we should concentrate on the refurbishment and not be derailed by other things

121.2 Min 108.1. Survey update. The entrance ramp work is ongoing - difficulty in obtaining the materials has held this up. It was found that the airbrick in the wall under the Bleaches room window had been covered by mortar. By allowing air flow it is hoped that with this clear the damp problem in the room and the area concerned will be able to dry out.

ACTION - ONGOING

122. HEALTH AND SAFETY

122.1 Min 109.1 Fire detection and alarm system installed. Training in the use of the alarm took place by the installers PA Fire. The Hall's keyholders had concerns about undertaking the monthly testing and resetting of the system due to the complexity. The alarm test also triggers a phone call to 'alert' keyholders, which is a potential nuisance. A key-operated isolator switch could be installed. This would both greatly simplify the test procedure and solve the problem of 'nuisance' calls. It was confirmed that a maintenance contract, as quoted, can be instigated as soon as we are happy with the installation.

Separately it was noted that, currently, the emergency lights are tested by switching off mains power at the breakers. This now also triggers a fire alarm phone alert. The emergency lights should be tested using a special key rather than the breakers, which would again avoid triggering the fire alarm. PA had offered to inspect the emergency light system to identify and resolve any non-compliances and to include the lighting in the scope of their 6-monthly fire alarm test and maintenance visits.

PA had been asked to quote for these various tasks Mr Wignall and Mr Kent will go through the quotation

ACTION - ONGOING

122.1.1 The servicing of the Fire Extinguishers has been undertaken. Invoice awaited.

122.1.2 PAT testing was completed in February 2021 – the Fire Risk Assessment is due for review and a Health and Safety inspection is due in the New Year.

ACTION – MR KENT/ONGOING

122.2 Min 109. Asbestos register. The asbestos survey by Core Surveys Ltd has been completed and none found except in the glue that holds down the tiles on the outside kitchen step which is very low risk and does not require removal. The register is available for all contractors undertaking work in the Hall.

123. EVENTS

123.1 Min 110.3 Protocols. The Covid working group had a meeting to decide on current protocols for events that we hope to organise in the next month or so e.g., Christmas Fayre and Jumble Sale. As Trustees and hirers we are responsible for how things are run and organised. We went through the risks and agreed that we would encourage the wearing of masks, have sanitisers available, control the ventilation as best as we can and ask people to be careful and mindful of others. If numbers attending get near the maximum number then some control of those entering will be needed. It will be difficult to have a one way system but we expect that people will be sensible,

123.2 Christmas Fayre. 27 November 2 – 4pm. Mr Bleach will produce flyers to distribute to hirers. After discussion it was agreed it was important we go ahead with the Fayre. Decoration of the Hall Wednesday 24 November 9.30am onwards.

ACTION – COMMITTEE

123.3 Jumble Sale. 8 January 2022. Bearing in mind the protocols we have in place and the nature of the event when people tend to crowd together at the start of the sale, it was felt that with the Covid situation being as it is we would be taking a risk by holding the sale. After considering the risks involved the committee unanimously agreed to cancel the Sale. The booking will be cancelled and the diary note in the Lavant News removed. It was suggested that perhaps a sale could be held later in the year when conditions are perhaps better.

ACTION – CANCEL BOOKING

123.3 Min 111.1 2022 event, It is hoped to hold a village event on Bank Holiday Monday in August, with Mr Mike Bleach organising something to celebrate the 100 years of Bleach of Lavant. Other ideas to run concurrently and involve as much of the village as possible, included an inaugural football match on the new pitch, a hog roast, and a plant sale. The Hall committee hopes to organise an exhibition to celebrate the Hall's 100 year centenary. The Cricket Match that was being organised by the History Group will not take place – they will hold a talk later in September 2022. The Parish Council will need to be consulted for use of the Green. Mr Wignall has written to interested parties and offered to be the convenor of a meeting in which to get the event off the ground. He added that he was not in a position to be able to run the event.

ACTION – ONGOING

124. ANY OTHER BUSINESS

124.1 Mr Bleach reported that the new sports field had its first cut yesterday.

- 124.2 Mr Bleach requested that hirers be advised that he has to empty the litter bin outside the front door of the Hall, and not CDC as thought by many, and could they please put their rubbish directly into the big rubbish bins
- 124.3 Mr Bleach hired out some chairs for a donation of £20 - he has used this cash to purchase a new key safe for the front door that has a small light to aid hirers when using during darkness hours.

125. DATE OF NEXT MEETING

Annual General Meeting - Tuesday 7 December 2021 at 6.30pm.

Posters to be displayed, notice put on website and regular hirers to be informed

ACTION- SECRETARY AND CHAIRMAN

Tuesday 7 December 2021 to follow on from the AGM

There being no further business the meeting closed at 7.53pm.

Signed: W R Wignall

Date: 7 December 2021

Attached to minutes:

Appendix 1 Treasurer's report