

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD  
IN THE GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 7 DECEMBER 2021 AT 6.55PM.

PRESENT                      Mrs C Evison                      Mrs S Ings  
                                     Mr D Kent                         Mr R Mayne  
                                     Ms M O'Grady                      Dr P Rivett  
                                     Mr J Sharrod                      Mrs E Sheppard  
                                     Mrs S Sims                        Mr R Wignall  
                                     Mrs E Woodford

In attendance              Mr H A Bleach - Caretaker

126.    APOLOGIES

No apologies tendered

127.    200 CLUB DRAW

127.1   The draw for December took place at the Hall Christmas Fayre on Saturday 27 November 2021.

Prize	Winner	Number	Prize
First Prize	Mr J Slipper	82	40.00
Second Prize	Mr D Tomlinson	100	16.00
Third Prize	Mr P Lee	127	10.00

127.2   Number of subscribers as at 1 December - 132

127.3   Mr Sharrod very kindly advertised the 200 Club at the Christmas Fayre and 'sold' another 8 numbers. This will raise the number of subscribers as at 1 January to 140. January 2022 renewals to be sent out this month.

128.    MINUTES of the meeting held on 2 November 2021, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

129.    MATTERS ARISING

129.1   Min 117.2 The Chairman has written a letter of thanks to the donor of the donation.

129.2   Min 116.2 Car park closure. Nothing further has been heard - closure now thought to be in the New Year.

129.3   Min 120.1 Road gullies. Parish Council has been chasing WS for action - still not been attended to.

130.    FINANCE

130.1   Treasurer's monthly report for October - see appendix 1 attached.  
The income from hall hire was good. Expenditure included IT expenses for the year and business rates continuing with a discount of 66%. Both Water and Electricity invoicing is not up to date and we can expect some adjustment to these payments in due course. Meter reading have been

submitted but not accepted - they asked for photo readings. The question arose as to whether we have been asked to install a smart meter - this is normally actioned by the supplier. It was agreed that the treasurer would make enquiries.

**ACTION-TREASURER**

Thanks were expressed to Mr Mayne for his report.

**131. CHAIRMAN'S REMARKS**

- 131.1 Hall bookings. The current forecast for the year up to August is down - the Guitar group has cancelled all their bookings for the year 2022 (enquiries will be made as to the reason for this) with the Zumba class hoping to re-start in January.  
At the present time the projected income for the year is £23000 - our target being £28000. We need more regular bookings to make up this shortfall. Occupancy rates are down 5-6% - this is the first time that these rates have fallen - Covid and the restrictions are not helping.

**132. CARETAKER'S REPORT**

- 132.1 Min 120.4 Table trolley. Mr Bleach has repaired the trolley with an additional two wheels which now makes it more usable and easier to handle
- 132.2 Min 120.6 Heating. Mr Bleach reported that there were problems with the heating. He is taking the temperature of the Hall at various times and keeping a log. It appears that the master switch for the night storage is not coming on but the output clock on the radiators seems to be working. The timing switch has been changed and is now working correctly but this evening when the heating should have cut in some of the radiators were cold. Mr Bleach is currently running two additional heaters in the Hall and Green Room to obtain sufficient heat for hirers. It was agreed that he and the chairman would liaise and assess the situation and call out an engineer if required.

**ACTION - MR BLEACH/MR WIGNALL**

- 132.3 Taps. The sensors in the taps in the toilets do not appear to be working. Mr Squires, plumber, has been trying to get the parts necessary to repair them - parts are difficult to obtain.

**ACTION - ONGOING**

- 132.4 The dishwasher does not appear to be cleaning properly - a service to be arranged.

**ACTION - MR BLEACH**

**133. IMPROVEMENTS**

- 133.1 Min 121.1 Sports refurbishment. Mr Ben Smith has been contracted at a cost of £900 + vat to provide a survey, proposed plans, a schedule of works, obtain contractors to tender for the work and prepare the contract. Once builders on site the responsibility lies with us. Dr Rivett is to meet Mr Smith to let him into the Hall on Thursday 9 December for the survey to be undertaken. The committee unanimously agreed to the above. A draft pack of plans is expected from Mr Smith by the 17 December.

**ACTION - ONGOING**

133.2 Min 121.2 Ramp. A channel has been made which keeps the air brick free - mortar still be cleaned from the air brick. Hopefully this will help with the damp problem in the Bleaches Room

134. HEALTH AND SAFETY

134.1 Min 112.1.2 Fire Risk Assessment - Due for review

**ACTION - ONGOING**

134.2 Min 122.1 Fire Alarm System - see Appendix 2 for quotes. It was proposed by Mr Kent, seconded by Mrs Sheppard and unanimously agreed that the figures for the one-off work, installing an isolator key switch and undertaking work on the emergency lighting, and the figures quoted for the required two services per annum be accepted. Mr Wignall to action the work.

**ACTION - MR WIGNALL**

135. EVENTS

135.1 Christmas Fayre - feedback. Despite fewer people attending the stallholders and those that came enjoyed the afternoon and were pleased to get back to holding an event. Takings were down, but a total of £354.10 was raised by the Hall - Raffle £157, Coffee/teas £46, Donation £10 and stall holders commission £141.10

Thanks were expressed to committee members who helped put up the decorations and to those who helped with the setting up and clearing away after the Fayre. It was agreed to take the decorations down at the Hall meeting on 4 January.

**ACTION - COMMITTEE**

135.2 Min 123.3 - 2022 Event. Mr Wignall reported on a meeting that had been held regarding the possible event to be held on the Saturday and Sunday of the late August Bank holiday in 2022. Various activities were mooted - with the Hall hoping to be put on an exhibition to celebrate the 100 years of the Hall.

135.2.1 A steering group has been formed - Ms O'Grady will represent the Hall on this group - first meeting scheduled for Thursday 16 December 2021.

135.2.2 The event will be brought to the attention of the Parish Council at their next meeting.

**ACTION - ONGOING**

136. ANY OTHER BUSINESS

136.1 Mr Kent asked as to whether the Football Club was designated as a village organisation in order to benefit from the preferential hiring rates for village organisations. It was agreed that the Football Club was a village organisation and that the Cricket Club would be treated similarly.

136.2 Confidential Minute

136.3 Spring Clean. In the past we have held a spring clean morning in order to undertake items of cleaning not carried out by cleaners e.g. defrosting of freezer and cleaning of fridges, cleaning out of crockery cupboards. To be considered in the new year.

**ACTION - ONGOING**

137. DATE OF NEXT MEETING

Tuesday 4 January 2022 at 6.30p.m.

Agenda - Election of Chairman and Vice-chairman

There being no further business the meeting closed at 8.15pm.

Signed: W R Wignall

Date: 4 January 2022

**Attached to minutes:**

<b>Appendix 1</b>	<b>Treasurer's report</b>
<b>Appendix 2</b>	<b>Fire Alarm System</b>
<b>Appendix 3</b>	<b>Confidential</b>