

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE  
GREEN ROOM, LAVANT MEMORIAL HALL  
ON TUESDAY 1 FEBRUARY 2022 AT 6.30PM.

PRESENT      Mr D Kent                      Dr P Rivett  
                 Mrs E Sheppard           Mrs S Sims  
                 Mr R Wignall

15.      APOLOGIES AND WELCOME

Apologies were tendered by Mrs C Evison, Mrs S Ings, Mr R Mayne and Mr J Sharrod

16.      200 CLUB

The monthly draw will take place on 2 February 2022 at a meeting of the Lavant Friendly Club.  
We now have 141 members.

16.1      Publicity of 200 Club. It was agreed that the re-worded article, after a minor amendment, is to go into the Lavant News. Secretary to contact Mrs Evison.

17.      MINUTES of the meeting held on 4 January 2022, having been previously circulated were formally approved as being a true record of the meeting, and signed by Mr. Wignall.

18.      MATTERS ARISING

18.1      There were no matters arising other than agenda items.

19.      FINANCE

19.1      See attached financial report - Appendix 1

It was noted that a further grant from CDC for £2667 had been received as compensation for Covid restrictions. The monthly payment to Castle Water has been increased to reduce the balance owing. Electricity meter readings are still not reflected in the monthly charge.

19.2      PRS Licence. There has been a debate and some negotiation as to the amount that we have been over -paying. Further debate is expected in September when a review is again due.

19.2.1      From comments appearing in the ACRE/Airs publications we are not the only ones to have had problems with the amount we pay, other halls have also had problems with the Society who appear to be quite dis-functional.

20.      CHAIRMAN'S REPORT.

20.1      Covid restrictions. Now that restrictions had been relaxed slightly the Covid poster on display in the hall requires amendment to reflect the changes. It was agreed that we would still encourage the wearing of masks by users. Mr Wignall kindly agreed to amend poster - to be laminated and displayed in Hall. Notice on Website to be updated.

**ACTION - CHAIRMAN/SECRETARY**

- 20.1 Bookings. Anticipated revenue for the year is down another £1000. Luckily, we have obtained a grant by way of compensation.
- 20.1.1 It has been confirmed that the Guitar evening bookings would not be continuing due to lack of interest.
- 20.1.2 The regular Zumba classes have not re-started - both the Booking Secretary and the Chairman have tried to contact the hirer, left messages, to no avail. The booking until Easter 2022 will be taken out of the diary when the situation will be reviewed. The hirer has previously been informed that if, and when, she returns she will be required to pay in advance and provide her Public Liability Insurance documents - currently she is £5 in credit.
- 20.2 Planning. The Chairman has contacted the Chairman of the Parish Council to express our views on the top field gate, off the roundabout at the top of Pook Lane, which is to be removed - we would like it to remain for use as an advertising board by the whole community.
- 20.3 Meeting with Rev'd Martha Weatherill. The Chairman reported on his meeting with Rev'd Weatherill. She explained the plans for St Nic's to be not only open as a church for worship but for use as a community hub. The improvement plans include a new heating system, refurbishment of the kitchen and re-decoration. She sees these plans as an important part of her ministry to rejuvenate the parish. They will not be competing with us - but would like to work alongside us to provide facilities that cater for a wider range of activities. There are areas where we can co-operate, one suggestion being perhaps we could share 'back-office functions' such as a booking secretary, and whilst those at the meeting would be quite happy with this Mr Bleach expressed concern. The Hall Master system we use could accommodate another venue and be included in our licence. It was agreed that we do need to be more pro-active and promote the Hall and perhaps be more flexible with our hiring conditions, e.g. possibly let out sessions hourly.
- 20.3.1 Mr Bleach expressed concern about possible hourly charges. If hirers only wanted an hour or two in the past, he has negotiated rates but he found the current discount system difficult to work out. He added that the charges for the Friendly Club, Country Music and Bowls Club differ every time and, he thought, hard to confirm. He felt that hard and fast rules can deter people from hiring the hall. It was pointed out the default of the system was for an hourly charge - the Chairman added that he knows what the hourly rate would be and there is no obstacle to using it.
- 20.4 Car park. Work on the extension to the car park has commenced and some problems have occurred with lack of space for hirers when they arrive, however it has not been a real problem.
- 20.4.1 Car park lighting. There is nothing wrong with the current lighting but we have been approached by a regular user as to what provision has been made for lighting the new extension. There is a dark skies policy which would entail planning being sought for some lights. It was agreed that the safety of hall users must be considered and perhaps some form of low-level lighting could be installed. It was agreed to raise the matter with the Parish Council. Chairman to contact PC.

#### **ACTION - CHAIRMAN**

- 20.5 IT - Thanks were expressed to Mr Graham Dale for his work on our behalf with all IT matters.
- 20.5.1 Mr Wignall attended a Webinar run by WSCC which included the subject of electric charging points for halls and other venues and it was targeted at the public with off street parking. It is the intention that places such as village halls will be able to install charging points any when in the next 15 years.

21. CLEANING - update

21.1 T & T cleaning are no longer providing cleaning services to us. The new cleaning service, TJB Services started work with us on the 2 February. During the first month a cleaning 'blitz' will be undertaken in order to bring the standard of clean up to scratch. This will then be reviewed and other items, for example floor polishing will be discussed with Mr Bleach. All cleaning products are provided by the company.

21.1.1 At some point the sports section will require a clean - this will depend on the progress of refurbishment/improvement work.

22. CARETAKER'S REPORT

22.1 Mr Bleach reported that a new sink plug had been obtained and fitted.

22.2 Microphone. It was reported that Mr Richard Spong will test the equipment and if unable to be repaired obtain a replacement. The lapel mic is working and can be used and Mr Bleach has a mic with a lead available which can be used if required.

22.3 Heating. Mr Bleach stated that he thought it was not adequate and was concerned that hirers would not be warm enough. He puts extra heaters on when more heat is required e.g. for the Life Art group. It was agreed that all four heaters in the Green Room should be timed to be on at the same time. Mr Bleach feels that he is able to alter the heating timing hours and if they are all on at the same time it will be more economic than using extra heaters. Meter readings will be taken regularly to check on usage.

23. IMPROVEMENT PROJECTS

23.1 Min 10.1. Mr Wignall, Dr Rivett and Mr Sims met with Mr Ben Smith to discuss the proposed plans. He has taken on board small changes to the plans we had asked for. Two separate toilets were on the plans because it was thought more practical if the facilities were to be hired out. However, it appears that both the Football and Cricket Clubs would prefer a urinal + one toilet as they felt it would be easier to use and also make cleaning easier. We do not wish to make any structural alterations and need to make use of the space we have. The size of the Ref's room was questioned and it was found it could be improved by making small changes - it was pointed out that there is no regulation size for such a room.

23.1.1. It was agreed that Mr Wignall would contact Mr Smith to discuss these points of the plan.

**ACTION - MR WIGNALL**

24. HEALTH AND SAFETY

24.1 Min 11.3 Health & Safety inspection - to be undertaken in the summer.

24.2 Min 11.2 Fire Alarm System. A modification that has been made will make it easier to test the alarm system. An Instruction document has been drawn up to aid testing.

24.2.1 A walk round to check the emergency lights found a few items requiring attention. Remedial work to be undertaken. A quotation for the work to be obtained from PA Systems. Mr Kent and Mr Wignall to liaise and action the work if happy with the quotation.

**ACTION - MR WIGNALL.MR KENT**

24.2 PAT testing. To be undertaken this month. Mr Bleach to action the work.

**ACTION - MR BLEACH**

25. EVENTS

25.1 Nothing further to report.

**ACTION - ONGOING**

26. ANY OTHER BUSINESS

26.1 There have been enquiries as to whether we would hold our Jumble Sale - nothing planned at present.

26.2 First Aid Box - Mr Bleach confirmed that he checked the First Aid box regularly.

14. DATE OF NEXT MEETING Tuesday 1 March 2022 at 6.30pm.

There being no further business the meeting closed at 7.55 pm.

Signed: \_\_W R Wignall

Date: \_\_\_\_1<sup>st</sup> March 2022

Appendix 1 Financial report

Results of the draw held on 2 February 2022

Prize	Winner	Number	Prize
First	Mrs S Kent	42	42.00
Second	Mr T Wiseman	186	18.00
Third	Mrs K Wignall	26	11.00