

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

PRESENT Mr D Kent Mrs S Ings
 Mr R Mayne Ms M O'Grady
 Mr J Sharrod Mr R Wignall
 Mrs E Woodford

IN ATTENDANCE

Mr H A Bleach

Mrs S Sims - via Zoom

28. APOLOGIES AND WELCOME

Apologies were tendered by Mrs C Evison, Dr Rivett and Mrs Sheppard

29. 200 CLUB

The draw took place via Zoom - witnessed by the committee at the meeting

Prize	Winner	Number	Prize
First	Mrs M Hobbs	79	44.00
Second	Mr R Newman	10	19.00
Third	Mr P Lee	127	11.00

29.1 We now have 148 members - seven new members signed up at the Friendly Club meeting last month.

30. MINUTES of the meeting held on 1 February 2022, having been previously circulated were formally approved as being a true record of the meeting, and signed by Mr. Wignall.

31. MATTERS ARISING

31.1 Min 20.1 Covid restrictions. New advice has been issued and received from AiRS. The QR code is to be removed and technical changes to protocols will be notified on our website. Posters to be amended. It was agreed that the cleaning regime including usage of sanitisers to remain on the conditions of hire. The wearing of masks to be encouraged for hirers although this is not now mandatory. Mr Bleach asked as to whether the removal of crosses on the floor, placed to encourage social distancing, could be removed and the decision was made not to do so as yet. The quarantine room is now no longer required and references to it are to be deleted.

32. FINANCE

32.1 See attached financial report - Appendix 1. Circulated to all members prior to the meeting. Mr Mayne reported that a grant of £2667 has been received from CDC as further compensation for

the Covid restrictions – this will possibly be the last grant available. He added that the current meter readings for Scottish Power are not being reflected in the monthly charge. He has submitted photos of the meter readings on three occasions and, as we have been overpaying, if nothing is heard from them we will stop the direct debit payments. The payment to PA Systems was for changes made to the fire alarm system; the payment for IT services was for an update of software and the invoice for architectural services was in connection with the sports changing room project. Generally the bank balances are still healthy.

33. CHAIRMAN'S REPORT.

33.1 Min 20.1 Bookings. The forecast for bookings this year appears to have recovered somewhat and it is hoped that the forecast wasn't as gloomy as at first thought. Independent bookings have started to come back.

33.1.1 Min 20.1.2 There has been no response from the person hiring the Hall for Zumba – her bookings have been taken out of the diary until Easter but, at the moment, left in for the summer term. It may be that she has given up due to bad health

33.2 Min 20.4.1 Lighting of car park. Mr Wignall has contacted the Chairman of the Parish Council, James Pickford regarding provision of lights in the extension to the car park. The secretary had looked back through previous minutes and referred to a minute in 2018 when replacement lighting of the car park was completed as a whole, cost £1600, and it was suggested at the time, that the Parish Council consider lighting in the car park extension. It appears that this was not raised with the PC at the time. Lighting is very much an environmental issue but it was thought that low level lights/bollards could be used. The committee was reminded that the car park is the responsibility of the Parish Council.

ACTION – ONGOING

34. CLEANING – update

34.1 Min 21.1 Mr Bleach reported that he was very pleased with the way that the Hall was being cleaned and what needed doing was being completed. He added that some weeks, depending on the hirings, three cleans would be needed instead of the usual two – Mr Bleach will liaise with the cleaner. A review meeting attended by Dr Rivett, Mr Bleach and the cleaner would be arranged.

ACTION – MR BLEACH

35.. CARETAKER'S REPORT

35.1 Min 22.2 The microphone has been tested by a member of the Lavant Players and is now working, It has been noted that a remote control for the projector is missing. All leads have now been labelled.

36. IMPROVEMENT PROJECTS

36.1 Min 23.1.1. It has been agreed that a wc + urinal would be installed, not the two toilets as per the plans. It was found that two toilets couldn't be installed without structural alterations. It was agreed that we should go out to tender – three names suggested by the architect and three from ourselves. Six requests to tender have gone out together with a copy of the plans – two have come back stating they are too busy and one visited today. Still waiting to hear from the other three.

Financing the work raised questions. We need to know what is available before we go out to contract and receive assurance from the Parish Council that we will get funds towards the project. The question as to whether we had to pay VAT arose - Vat is payable on refurbishment projects - but if the Parish Council paid for the whole project it would not attract Vat. This would make a substantial saving. It was agreed that once we know what funds are available a discussion be started with the PC on the subject of Vat.

ACTION - ONGOING

37. HEALTH AND SAFETY

- 37.1 Min 24.2.1 Emergency lighting. Mr Kent advised that the emergency lights were a mishmash of fixtures. A walk round to check the lights found that some batteries failed the tests. The sports area requires emergency lights and a query was raised as to whether emergency lights are required in the toilets.

ACTION - MR KENT

- 37.2 PAT testing. Completed and one of the floor polishers failed the test. This would be labelled 'Do not use' by Mr Kent

ACTION - MR KENT

- 37.2.1 Mr Bleach to look for a replacement polisher and obtain a quote.

ACTION - MR BLEACH

38. EVENTS

- 38.1 Min 25.1 2022 event. The 27/28th August has been set aside for the events. A variety of ideas, stalls, disco and hog roast are being discussed. Mr Bleach will be signing his newly published book
- 38.2 Exhibition. Mrs Woodford with help from Mrs Sims are to meet to discuss the exhibition to mark the Hall's Centenary.

39. ANY OTHER BUSINESS

- 39.1 Fete - It was confirmed that the Fete committee would not be charged for use of the Hall on Friday 17th June and Saturday 18th June 2022

40 DATE OF NEXT MEETING Tuesday 5 April 2022 at 6.30pm.

There being no further business the meeting closed at 7.50 pm.

Signed: __W R Wignall

Date: ____5th April 2022

Appendix 1 Financial report