

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE  
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 5 APRIL 2022 AT 6.45PM.

PRESENT      Mrs S Ings                      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

41. APOLOGIES AND WELCOME

Apologies were tendered by Mr Kent and Mr Mayne

42. 200 CLUB

Prize	Winner	Number	Prize
First	Mrs B Elleker	40	45.00
Second	Mr P Whale	29	19.00
Third	Mrs P Riches	2	11.00

42.1 We have 150 members

42.2 It was agreed that it would be good publicity to hold the monthly draw at different village meetings. The Horticultural Society to be asked as to whether they would be willing to hold the May draw at their next meeting. Secretary to contact the Chairman of the Society.

**ACTION - SECRETARY**

43. MINUTES of the meeting held on 1 March 2022, having been previously circulated were formally approved as being a true record of the meeting, with a small amendment see Min 44.1, and signed by Mr. Wignall.

44. MATTERS ARISING

44.1 Min 38.1 amendment - to read Mr Bleach will be signing his 'soon to be published ' book.

45. FINANCE

45.1 Monthly report - see appendix 1 circulated to all members prior to the meeting. It was noted that currently the bank balances are looking healthy and that we are in credit with both Castle Water and Scottish Power.

46. CHAIRMAN'S REPORT.

46.1 The Chairman reported that there no further changes to the Covid regulations. The bookings forecast, £20000 pa, has improved and is continuing to improve with occasional new bookings.

46.2 Min 33.2 Mr Wignall reported that there was no provision for lighting in the extension car park in the planning approval. New planning approval would be required if lights were to be considered and the dark skies policy adhered to. The Parish Council would not be taking the matter any further. Mr Wignall to report back to Mr Kingsford of the Horticultural Society who originally raised the question of lights.

## **ACTION - CHAIRMAN**

- 46.3 Car park. The extension to the car park remains the property of the developer until such time as it is transferred to the Parish Council - possibly at the end of the project in December 2022. The final surface, drainage and white lining still has to be completed. It is hoped that white lines in the existing car park will be renewed
- 46.3.1 It is hoped that use of the new parking area will be allowed for the Fete and Jubilee events. There is no provision for parking inside the new sports field - the Parish Council is looking into a concrete/grass surface for temporary parking.
- 46.3.2 People have been using the new area unofficially which raises the question of liability if there is an accident. It was agreed that it was not our place to erect a notice - Mrs Ings will have a word with the developer.
- 46.2 Notice board/field gate. The retention of the field gate currently used for advertising events will be the subject of discussion by the new management committee of the estate. Matter currently on-hold.

## **47. ADDITIONAL VILLAGE ORGANISATIONS**

- 47.1 It was unanimously agreed that the following organisations would be deemed as being village organisations and receive a discount on any bookings:

Lavant Ukraine Support Group  
Friends of Lavant C E Primary School

- 47.2 A request was made to give the same designation to Apulstock. A community interest group, formally based in Lavant, that helps the Appledram Centre. It was felt that if we make an exception for this group then others will wish to be dealt with in the same manner. It was agreed to review the matter next year when more details are to hand.

## **48. CLEANING - update**

- 48.1 Extra hours were worked by the cleaner during the first month and a review of future requirements took place at the end of the month. It has been agreed that cleaning will take place three times per week excluding Sundays. Cleaning of the Hall floor took 2 hours one Saturday after a hiring but the work couldn't be finished: luckily the booking that evening had been cancelled. The floor was still sticky and Mr Bleach had to cancel the Bowls Club booking for the Sunday. The cleaner was requested to clean it again on Monday but Mr Bleach was not satisfied so asked him to do it again on the Wednesday. There is some concern that cleaning can't be undertaken on a Sunday - Saturday evening bookings can be parties when cleaning afterwards is needed. The question was asked as to how we get over this problem. Mr Bleach stated that he could do the work if necessary but not on a long-term commitment.

## **ACTION - ONGOING**

- 48.2 Deposits. Discussion took place as to whether a damage deposit of £160 should be taken for all parties except those for small children. It must be made clear to hirers that if damage is done and the Hall is not left in a satisfactory condition then the deposit will not be returned. This would need to be included in the Terms and Conditions. Mr Bleach stated that previously he would contact the hirer and give them the option of paying for additional cleaning/damage or doing it themselves. It was agreed that in future a flat damage rate would be charged for all parties which will be retained if the Hall is left in an unsatisfactory state.
- 48.3 The Fire Alarm was set off early on Friday evening 1 April. A smoke machine at the party had set it off. Mr Wignall attended and was able to re-set the alarm. Due to not being able to understand the message from the Fire Alarm company both Mrs Sims and Mr Kent also

attended but were not needed. Mr Wignall will try to get the call-out message made clearer.

**ACTION - ONGOING**

**49. CARETAKER'S REPORT**

- 49.1 Min 37.2.1 Polisher. Mr Bleach has managed to repair the machine and it will be re-submitted for PAT testing. It is fairly old and it was agreed that should it fail again a replacement be purchased, possible cost £250 + vat. Mr Bleach knows of a local supplier who may have one available.

**50. IMPROVEMENT PROJECTS**

- 50.1 Min 36.1 Sports section refurbishment. A confidential paper, drawn up by the Chairman, detailing the scope of work, summary of tenders, funding, value for money and approval required had been circulated to all committee members prior to the meeting.
- 50.1.1 Discussions between the Chairman and the Clerk of the Parish Council have confirmed that the Council will grant the sum of £30000 (net of VAT) to the project with the balance, including any cost overrun, being found by us. Advice has been sought by us from Acre and our Independent Examiner, and the Council has also received advice to ensure that we don't fall foul of regulations regarding the placing of contract and payment. The Parish Council are looking favourably on our proposals and if they place the contract then they should be able to claim the VAT back.
- 50.1.2 We only received two quotations for the work, therefore the choice of contractor was limited. There was a difference of 30% in the bids. Mr Wignall, Dr Rivett and Mr Sims discussed the pricing as the figures were higher than originally thought. They considered a 'fall back' position and agreed that, if necessary, we could leave out any items e.g., painting and decorating that could be completed by unskilled builders. The quotation included work on the roof, identified in the premises survey, together with replacement of the skylights with double-glazed units. It was felt that work should be completed on the roof in order to protect the building from deterioration and get as much work completed as funding will allow.
- 50.1.3 After discussion the committee agreed that the project is an appropriate use of our resources.
- It was agreed that the refurbishment can be contracted by the Parish Council  
The treasurer is happy for us to make a donation - in the region of £12000 - £17000 which is just over 1/3 of the total cost leaving us with a reserve  
Our preferred contractor is Nutbourne Construction - providing they are willing to contract with the Parish Council. They have a lead in time of 13 weeks with work taking approx. 6 weeks to complete.  
The committee agreed that our officers, supported by the building working party and our architect negotiate with the Council and Nutbourne Construction to move the project forward.
- 50.2 It was proposed by Mrs Ings, seconded by Mrs Sheppard and unanimously agreed that we request the Parish Council to approve the funding and proposals and issue the contract to our preferred contractor. The contractor to be contacted to ensure that they are happy to work with the Council. Mr Wignall to contact the Clerk to the Council and advise the contractor on our behalf.

**ACTION - MR WIGNALL**

51. HEALTH AND SAFETY

- 51.1 Min 37.1 Emergency lighting. PA Fire Systems produced a report with recommendations. Mr Wignall and Mr Kent have undertaken a walk-round after dark and tried all test points. Extra lights were recommended for some places which were deemed sensible. Regulations state that emergency lights have to remain on for a certain length of time and where they failed batteries are to be replaced.

**ACTION - ONGOING**

52. EVENTS

- 52.1 Min 38.1 2022 Event. Ms. O'Grady reported that Mr Aldridge had enquired about the cleaning of the Hall as an event is planned for the Saturday night in the Hall. It is hoped that by the summer the Covid restrictions on numbers attending will return to pre-pandemic numbers allowing operation at full capacity. It is anticipated that tickets will be sold prior to the event so that numbers can be controlled. Cleaning of the Hall in preparation for the Sunday will be required.

**ACTION - ONGOING**

- 52.1.1 Would a large marquee big enough for all events be the answer?

- 52.2 Exhibition. Thought needed as to what space will be required for the exhibition - 100 years of life in Lavant. Mr Bleach is kindly contacting regular hirers to see if they are interested in taking part

**ACTION - ONGOING**

53. ANY OTHER BUSINESS

- 53.1 Dates for Hall events - Christmas Fayre - Saturday 26 November 2022  
Jumble Sale - Saturday 7 January 2023  
Secretary to confirm dates with booking secretary

**ACTION - SECRETARY**

- 53.2 Cricket commences on the 1 May and use of the facilities will be required. Cleaning of the changing rooms to be organised.

54 DATE OF NEXT MEETING Tuesday 3 May 2022 at 6.30pm.

There being no further business the meeting closed at 8.10 pm.

Signed: \_\_\_\_ W R Wignall  
Appendix 1 Financial report

Date: \_\_\_\_ 3<sup>rd</sup> May 2022