

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 3 MAY 2022 AT 6.45PM.

PRESENT Mrs S Ings Mr R Mayne
 Mr J Sharrod Mrs E Sheppard
 Mrs S Sims Mr R Wignall
 Mrs E Woodford

IN ATTENDANCE
 Mr H A Bleach

55. APOLOGIES AND WELCOME

Apologies were tendered by Mrs Evison, Mr Kent, Ms O'Grady and Dr Rivett

56. 200 CLUB

Prize	Winner	Number	Prize
First	Mr and Mrs A Taylor	199	45.00
Second	Mrs E Ryder	126	19.00
Third	Tom Garland	47	11.00

56.1 We have 150 members - 1 renewal outstanding. Renewals for the 1 June will go out this month.

56.2 Publicity. Article to be revised to go into the Lavant News

ACTION - MRS EVISON

56.3 Min 42.2 The Horticultural Society has been contacted regarding undertaking the 200 Club draw at one of their meetings. Nothing heard to date.

57. MINUTES of the meeting held on 5 April 2022, having been previously circulated were formally approved as being a true record of the meeting and signed by Mr. Wignall.

58. MATTERS ARISING

58.1 Min 46.2 Re car park lighting. Mr Kingsford had been contacted regarding the fact that lights will not be provided.

59. FINANCE

59.1 Monthly report - see appendix 1 circulated to all members prior to the meeting. It was noted that currently the bank balances are looking healthy. Income for the month was reasonable, expenditure was high due to the phasing of payments - two months payments for the booking secretary and cleaning. The Castle Water direct debit has been reduced to £5 per month - our payments have been reviewed and it was found that we have been charged for VAT for the past three years (which we should not have been) - therefore our account is in credit. Scottish Power are now accepting our meter readings, the account is currently in credit. Once this credit has been reduced the direct debit is expected to go up to approx. £360 per month. We currently have a

fixed rate tariff. It was noted that the Feed in tariff is not indexed. The PRS licence cost has been reduced after a review.

- 59.2 Budget. The revenue forecast improved this month - now £20000 to year end 31 August. However, the figures were slightly inflated due to damage deposits being forgotten about. The Zumba class has now been removed from the figures - the hirer has been advised that her bookings have been cancelled and the Sindles Art Group has cancelled their June bookings. It is hoped that they will be able to return in September.

60. CHAIRMAN'S REPORT.

- 60.1 Mr Wignall reported that we had received no notification of the closure of Pook Lane week beginning 25 April. The only way out from East Lavant was the long way round - through Chichester or Singleton. Despite road closure signs traffic coming from the east did not take notice of them and had to turn round. Unfortunately, some took the dangerous way out onto the A286 by going up the one-way section of Sheepwash Lane. A further closure of the road is expected when car park drainage work is undertaken - possibly this month. Mr Wignall complained on our behalf but to no avail.

- 60.2 Event - Any Questions? Having replied that we would be interested in hosting the event Mr Wignall has heard nothing further.

- 60.3 Covid restrictions - As restrictions have generally been eased do we make changes to our procedures? After discussion it was agreed to continue providing sanitisers and cleaning items and remove the social distancing marks from the floor. The Special Conditions of Hire during Covid-19 amended, see attached.
The number of people in the Hall was limited to a maximum of 120 and this has not proved a problem, however with restrictions easing and the type of hiring we might have, an increase in numbers was thought to be necessary. It was therefore agreed to 150/160 at the present time.

- 60.4 Storage in the Bleaches Room for the Parish Clerk. A proposal for full height cupboards, together with a small desk, at the east end of the room has been submitted - plan attached to the minutes. The Council need a lockable space for their equipment and files. The Parish Council has agreed to fund the project and after discussion the committee agreed to the proposal. It was noted that the room would still be available for hire and use by others - the room is not for sole use by the Council.

61. CLEANING - update

- 61.1 Sunday cleaning. Mr Bleach advised that he is able to clean when required on a short-term basis. T & T used to be able to clean on a Sunday but our current cleaner is unable to do so. During the month of May there will be only one occasion when a Sunday clean will be required.
- 61.2 Deposits. For Friday and Saturday night functions, hirers will be asked for a deposit of £160 to cover damage, whether the hall has been left in a good state with floors clean (not sticky from spilt drinks) and free from litter, and furniture put back in place. It was suggested that we deduct £40 per hour for any extra cleaning required and £40 for each of the other items.
- 61.2.1 Hirers have to sign up to the Terms and Conditions and should be aware that deposits can be lost if the Hall is not left in a reasonable state and/or damage caused. Mr Bleach advised the meeting

that previously he sent a letter to hirers prior to their booking to remind them of this. The committee agreed in principle to deducting the above amounts if the terms have not been adhered to and to the hirer being reminded of the T and C's prior to their booking.

ACTION - BOOKING SECRETARY

- 61.3 Wednesday cleaning. The arrangement was originally made for cleaning two or three times per week - Monday Wednesday and Friday. Some weeks the Wednesday clean is not required when there have been no bookings. Mr Bleach suggested that perhaps he should keep a book to record what hours are being worked and when additional cleaning is needed. It was pointed out that Mr Bleach must not 'micro manage' the cleaner but to liaise with him to discuss hours.

ACTION - MR BLEACH

62. CARETAKER'S REPORT

- 62.1 Mr Bleach reported that some 'buffet' trays had gone missing from the kitchen. Agreed that he should purchase replacements.

ACTION - MR BLEACH

- 62.2 The polisher has been repaired and ready for PAT testing. Mr Bleach to advise Mrs Lindfield.

ACTION - MR BLEACH

- 62.3 Mr Bleach asked the meeting as to whether we should ask regular hirers to give up their time/hiring if others need more time e.g. when the Players or the School need time to rehearse or prepare for their event. Previously if there has been a clash of bookings we ask the incumbent, who is not obliged to move, if they could switch rooms or make alternative arrangements. It was agreed that when clashes occur, we would continue to consult with hirers.

- 62.4 Jubilee celebrations Sunday 5 June. Mr Wignall has spoken with the regular hirer of the Green Room and explained that there will be disruption that day with gazebo's being erected in front of the Hall and use of the kitchen and toilets. The hirer explained as to why she couldn't cancel her booking on that day and is happy to move into the main hall allowing use of the Green Room and kitchen by the Jubilee committee. Thanks were expressed to the hirer for her co-operation with this. Secretary to advise Jubilee committee they can use the Green Room and kitchens and have access to the toilets. Hall tables and chairs not in use by the hirer can be used.

ACTION - SECRETARY

63. IMPROVEMENT PROJECTS

- 63.1 Min 50 Sports section refurbishment. A pre-contract meeting attended by Mr Wignall, Mr Smith architect, and Mr Pickford of the Parish Council has taken place. Some potential savings have been identified and work is due to start on Monday 6 June 2022. A couple of additional sockets in the changing rooms and repairs to a roof leak will be added to the work. The Cricket Club has been advised of the potential disruption to their games - they will be able to use the disabled toilet - taking off their spikes before entering the building.

- 63.1.1 Mr Smith's fee does not cover supervision of the work once it is underway. The Chairman and Treasurer discussed the matter, and as we do not have the expertise to supervise, Mr Smith had indicated he could the work either at an hourly rate or a fixed fee. The committee agreed that Mr Smith be engaged at a fixed fee of £750 + vat to supervise the whole project.

- 63.1.2 The Chairman of the Parish Council, James Pickford, to sign the contract.

ACTION - ONGOING

Mr Mayne left the meeting at 8pm.

64. HEALTH AND SAFETY

- 64.1 Emergency lighting. Remedial work and additions to the lighting to be carried out before the 6 June. A couple of lights are required in the sports section - Nutbourne Construction to be asked to install. Quotation for the work is awaited.
- 64.2 Fire alarm system. Some improvements to be made and the box to be moved to enable easier access.

65. EVENTS

- 65.1 Min 52 - 2022 Event. Hall centenary event. Mr Bleach has kindly volunteered to take the lead in organising the exhibition which will take place on the Sunday 28th August. We hope to gather material and resources to illustrate 100 years of Hall life. Mrs Woodford will help with obtaining memorabilia. Nine organisations who use the Hall have kindly agreed to take part. It is hoped that a toast to celebrate the Hall's 100 years will take place during the afternoon - 2.30/3pm.
- 65.1.1 Mr Mike Bleach of Bleach's of Lavant are hoping to celebrate their 100 years by having their company's trucks on the Green for all to see.
- 65.1.2 Mrs Woodford kindly attended a meeting, as Ms O'Grady was unable to attend, with Mr Mike Bleach and Mr Tim Aldridge of the Parish Council regarding the event. Details of what else is being arranged for the weekend awaited.
- 65.1.3 Plaque for Hall to be place in the foyer - wording to be confirmed and plaque to be ordered.

ACTION - ONGOING

66. ANY OTHER BUSINESS

- 66.1 There was no other business to discuss.

67 DATE OF NEXT MEETING Tuesday 7 June 2022 at 6.30pm.

There being no further business the meeting closed at 8.20 pm.

Signed: ____W R Wignall
Appendix 1 Financial report

Date: ____7 June 2022