

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE  
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 7 JUNE 2022 AT 6.45PM.

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

IN ATTENDANCE  
                 Mr H A Bleach

68.      APOLOGIES AND WELCOME

Apologies were tendered by Mr R Mayne and Mrs E Sheppard

69.      200 CLUB

Prize	Winner	Number	Prize
First	Mr David Pope	148	45.00
Second	Mrs Pauline West	178	19.00
Third	Mrs V Frost	56	11.00

69.1      We have 149 members - 1 member lost. Renewals for the 1 July will go out this month.

69.2      Fete. Mr Sharrod will kindly man a 200 Club table in an effort to obtain more members.

69.2.1    It was agreed to undertake the July draw at the Fete on 18 June. Secretary to check with chairman of Fete Committee that we can do this.

**ACTION - SECRETARY**

70.      MINUTES of the meeting held on 7 May 2022, having been previously circulated were formally approved as being a true record of the meeting and signed by Mr. Wignall.

71.      MATTERS ARISING

71.1      There were no matters arising other than agenda items.

72..      FINANCE

72.1      Monthly report - see appendix 1 circulated to all members prior to the meeting. Currently we are in a healthy position but our commitment to the refurbishment of the sports section will deplete the bank balance in due course.

72.2      Charges 2022/23 - see appendix 2. This document was distributed to all members prior to the meeting. The Chairman reported that we could have a short fall at the year end but if we were able to go back to the level of bookings pre-covid we would be able to balance the books. It appears that some groups are still tentative about hiring. Our hall is cheap to hire - with competitive rates.

- 72.2.1 Mr Bleach stated that we want everyone in the community to have access to the Hall and as we have healthy bank balances should we be raising charges?
- 72.2.2 It was pointed out that balances will fall as approx £20000 is committed for the sports section. We cannot run the Hall if the daily operating costs are not covered by hire income.
- 72.2.3 A discussion took place as to what percentage we should increase the hire rates - it was agreed that regular, possibly yearly, small increases are preferable to one big increase. It was proposed by Mrs Sims, seconded by Mrs Ings, and unanimously agreed that a 5% increase, across the board, be made for regular hirers to take effect from the 1 September 2022. We will honour quotes of hire costs for future bookings, eg. weddings, issued prior to 1 July 2022. Providing we have a full set of bookings this 5% rise will raise £1500. Regular hirers to be advised of the change to hire charges.

**ACTION - CHAIRMAN/TREASURER**

- 72.2.4 We must be aware that our daily operating costs will rise when we have to appoint someone to undertake caretaker duties. It was agreed that hire fees will be reviewed annually

**ACTION - REVIEW FEES ANNUALLY**

73. CHAIRMAN'S REPORT.

- 73.1 A request has been made by BeeBusy - a home tutoring group - to hire the Bleaches Room for tutoring a small group of children. From the safeguarding point of view a check has been made to establish that the lady holds the relevant documentation and that she is registered. The booking secretary to follow up on the enquiry. We understand that the lady is also making enquiries as to hiring St Nicholas Church.

**ACTION - BOOKING SECRETARY**

- 73.2 A request has been made for us to host a weather station on the Hall. It was agreed that this might be of interest to the community. This will be of no cost to us-the Parish Council is covering the cost. It was agreed that whilst we have no objection in principle, we would like more information including where it is intended to be placed on the building. The Chairman will discuss with Mrs Quest of LPC.

**ACTION - CHAIRMAN**

- 73.3 Hanging flower baskets for the Jubilee celebrations. The Parish Council funded six baskets and brackets to be fixed onto the Hall - four on the Green side and two on the front of the building. It was agreed that these were an attractive addition, however, the question of who will tend these was raised. The Parish Council had offered to find someone to do so and it was agreed that the Chairman should confirm this arrangement.

**ACTION - CHAIRMAN**

74. CLEANING - update

- 74.1 Mr Bleach asked the cleaner not to come in on two Wednesday's a month unless hirings warrant it - this was agreed. Mr Bleach was asked as to whether he had broached the subject of getting the cleaner to record when he comes in to clean. Mr Bleach stated that he did not want to offend him so had not progressed any further with it. It was generally felt that there would not be a problem in asking him to sign in and record the number of hours worked. It was agreed that Mr Bleach would therefore monitor the situation for the present.

## 75. CARETAKER'S REPORT

- 75.1 Min 62.2 Floor polisher. Mr Bleach reported that he had found a second-hand cleaner at a cost of £80. He hopes to be able to get it next week once the PAT test has been undertaken.

### **ACTION - MR BLEACH**

- 75.2 Mr Bleach reported that he written to WS Highways regarding the closure of Pook Lane which caused traffic confusion. The reply he received stated that all the problems arose because of signage. The contractor has responsibility for ensuring that signage is in place - Highways stated that they would look at it more closely in future.
- 75.3 Mr Bleach requested permission to put a photo of his parents in the Bleaches Room - they had been involved/connected with the building of the original hall. Permission was granted.

## 76. IMPROVEMENT PROJECTS

- 76.1 Min 63.1 Sports section refurbishment. Work started on the 6 June. Mr Ben Smith will be supervising the work on our behalf: he will assess the value of invoices and issue instructions to the contractors, Nutbourne Construction. The Chairman reported that the contract with Nutbourne was signed by members of the Parish Council - they did not wish it countersigned by our Chairman. The contractors have been contracted for all the work which includes the roof, damp etc. and regular users were advised that work would last approx. six weeks. Part of the Bleaches Room is being used as storage for their equipment - the Parish Council are still able to use part of the room is they so wish. The contractor has keys to the outside door of the sports section and the internal door. A note has been made on the website regarding contractors being on site.
- 76.1.1 The Parish Council will pay £30000 net of Vat and we will pay additional net cost approx. £17000
- 76.1.2 The Chairman has written a letter of thanks to Mr and Mrs Banks who so kindly gave us a generous donation towards the work.

## 77. HEALTH AND SAFETY

- 77.1 Min 64.1 Emergency lighting. PA Fire Systems have completed the work - installed additional lighting and test switches where required, and replaced defective lights and batteries. The quotation was accepted by the Chairman, together with Treasurer and Secretary so that work could take place as soon as possible. Our emergency lighting system is now in line with current regulations. An additional dual function light/emergency light will be installed by Nutbourne Construction in the sports' toilet during the refurbishment, A light-by-light check was made by the Chairman - a couple of small points identified to be clarified..
- 77.2 The recent Fire Alarm activation was cause by a power outage. The system re-set once power back on.

## 78. EVENTS

- 78.1 Min 66 August 2022 Event. Ms O'Grady reported on the planned activities. On Bank holiday Saturday evening there will be a Rolling Stones Tribute band playing - cost £18 per ticket.

Tickets will be available from Mr Mike Bleach, Mr Tony Bleach and Mr Tim Aldridge. Posters and flyers will be distributed. The aim is to fill the Hall to its capacity 150/160 people. On the Sunday it is hoped that Bleaches lorries/trucks will be on view on the Green, a Hog Roast, Bar and teas etc available. An inaugural football match will be held on the Sunday morning on the new sports field. An exhibition of materials/items to celebrate 100 years of the Hall will be placed in the Hall together with regular hirers publicising their clubs and associations. From 1.30 onwards there will be music: Jazz Band and singer, and Country Music. It is hoped there will also be a plant sale. The event is being sponsored by Bleach of Lavant - and any funds raised will be donated to the Hall. Parking will be limited - Sheepwash Lane will be closed for the day. A Risk Assessment will be carried out - First Aiders will be in attendance. The Sunday events will be free to all.

- 78.2 Plaque to commemorate the Hall's 100th year still to be sourced. Wording to be agreed.

**ACTION - ONGOING**

79. ANY OTHER BUSINESS

- 79.1 CONFIDENTIAL MINUTE attached

- 79.2 The Football Club are due to hire the Hall on Saturday. The Terms and Conditions which they were enquiring about can be accessed on the website.

- 79.3 Fire alarm test to be undertaken following the meeting.

80. DATE OF NEXT MEETING Tuesday 5 July 2022 at 6.30pm.  
Apologies - Mr D Kent Ms M O'Grady and Mrs S Sims

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

Signed: W R Wignall

Date: 5 July 2022

Appendix 1 Financial report

Appendix 2 Charges 2022/23