

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD ON ZOOM  
ON TUESDAY 4 JANUARY 2022 AT 6.30PM.

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

1      APOLOGIES AND WELCOME

Apologies were tendered by Mrs S Ings

2.      200 CLUB

The draw took place on Zoom witnessed by the committee.

Prize	Winner	Number	Prize
First	Mrs J Squires	15	42.00
Second	Mrs Y Squires	112	18.00
Third	Mrs P Sharrod	113	11.00

- 2.1      Publicity of 200 Club. Article to be finalised to go to into the Lavant News for the publication due out at the end of February.

3.      ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

- 3.1      The nomination of Mr Wignall as Chairman was proposed by Dr Rivett seconded by Mrs Woodford and unanimously agreed by those present. There being no further nominations Mr Wignall kindly agreed to act as Chairman for the coming year.
- 3.2      Election of Vice-chairman. The nomination of Mrs Woodford as Vice-chairman was proposed by Mr Wignall seconded by Mrs Sims and unanimously agreed. There being no further nominations Mrs Woodford kindly agreed to take on this role.
4.      MINUTES of the meeting held on 7 December 2021, having been previously circulated were formally approved as being a true record of the meeting, and signed by Mr. Wignall.

5.      MATTERS ARISING

- 5.1      There were no matters arising other than agenda items.

6.      FINANCE

- 6.1      See attached financial report - Appendix 1  
The treasurer went through the report noting the one-off payments for Fire Extinguisher service and Asbestos survey. He added that he was making progress with Scottish Power, that the next invoice should reflect the latest meter reading; previously the readings were not being reflected in the monthly charge.
- 6.1      The Music Licence PRS/PPL It is believed that we are being overcharged for the licence which is levied on historical income, less certain exemptions. We believe that our invoice should be

for a minimum charge of £55 for each licence - one for live and one for recorded music - £110 + Vat. We are trying to get our invoice reduced - it is felt that we should receive relief for hirers such as Monkey Music that hold their own licence.

**ACTION - ONGOING**

- 6.2 There has been a long standing issue with the water company which we hope is in the process of being resolved. They are now taking our meter readings into account. We possibly owe £500+  
The direct debit will be amended,, as since the start of the pandemic we have been paying £5 per month

**ACTION ONGOING**

- 6.3 Smart meter. The Treasurer has been in contact with the Electricity company and they have stated they will look into it when they are next in the area. There would be no charge for the meter.

**7. CHAIRMAN'S REPORT.**

- 7.1 Bookings. Mr Wignall reported that the projected income had declined by £1300 to now under £20000 per annum. This figure is lower than hoped - cancellations of bookings for his year have been looked at and appear to be £6000 down. This reduction could be sustained for a year or two but there is concern for the long term. One regular hirer has cancelled his year's bookings - there is uncertainty as to why. It is unknown at present as to whether any further grants will be available to help with loss of hirings due to the pandemic.

- 7.2 Car park. Mr Wignall reported that work is due to start on the car park extension within the next week. We have been advised that once equipment is on site the area will be fenced off. It is possible that when work on the drainage system has to take place some disruption may affect hall users. It was suggested that perhaps we could ask for a schedule of works to enable us to keep hirers informed of any parking restrictions.

- 7.3 Planning. We have been advised that a planning application has been made by the developer of the top field to close off the access which comes off the roundabout at the top of Pook Lane. It was accepted that removal of a pedestrian access at that point was sensible. It was suggested that the field gate be retained as it makes a good advertising board for village events being situated on the main road visible to all traffic. An alternative of erecting a notice board at that point was discussed but thought to be impractical due to the size of board that would be required and the fact that it would probably not be allowed.

- 7.3.1 It was agreed that we would make a comment to the Parish Council for their consideration.

**ACTION - MR WIGNALL**

- 7.4 Mr Wignall advised the committee that he was meeting with Reverend Martha Weatherill to have an informal chat about St Nicolas Church becoming a community hub and how we can work together to ensure that we don't 'step on each other's toes'. The venues are very different so between us we should be able to cater to everyone's needs.

- 7.5 The question arose as to whether we advertise and market the Hall. If people are looking for a venue it will come up on the website but other than that we rely on word of mouth. It is something that perhaps we need to explore and any ideas from committee members on marketing will be considered. Some of the bookings for parties/family gatherings etc have been lost due to the pandemic and restrictions.

**8. CLEANING - update**

- 8.1 A discussion was held as to the standard of cleaning currently provided by T & T Cleaning. It was generally felt that the standard was not up to that which we require and the need for a change accepted. Therefore, it was agreed to look for an alternative cleaner and/or company to undertake the work. T & T will be kept on until we have made other arrangements.
- 8.2 There was an expression of interest from a local person to Mr Bleach's advert for a cleaner who had an informal meeting with Mr Wignall and Mrs Ings. Proceeding would entail an offer of employment, with its associated obligations, and Mr Wignall and Mrs Ings recommended against this. It was agreed that we would not re-advertise the job again locally, but go down another route.  
Mr Wignall will write a letter to the interested party and advise that we would not be pursuing his interest at this time.

**ACTION - MR WIGNALL**

- 8.2.1 It was noted that we now had a draft employment contract, based on an AiRS template, and draft disciplinary and grievance procedures, should the committee wish to revisit the possibility of employing staff in the future.
- 8.3 Further enquiries have been made and a self-employed cleaner has expressed an interest and will visit the hall, hopefully within the next two weeks, to assess what cleaning is required and provide a quotation for the work. His hourly rate is likely to be more than we currently pay but this may be the short term solution to the matter.  
Dr Rivett offered to meet up and show the cleaner around the Hall.
- 8.3.1 Another option, Green Clean - a cleaning company would be willing, subject to a visit to the Hall, to provide a quotation.

**ACTION - ONGOING**

**9. CARETAKER'S REPORT**

- 9.1 Min 132.2 Heating. The heating is now working satisfactorily.
- 9.2 Min 132.3 Taps. Now all working, We now hold one spare sensor for the taps in store.
- 9.3 Min 132.4 Dishwasher. Mr Bleach has cleaned out the washer and run it through several times. The only issue seems to be surplus water,

**10. IMPROVEMENT PROJECTS**

- 10.1 Min 133.1 Sports section refurbishment. The survey has been completed and report awaited from Ben Smith, architect. Chairman to contact Ben Smith

**ACTION - MR WIGNALL**

- 10.2 Roofing companies. Mr Rivett has the name of possible roofing contractors.**ACTION - ONGOING**

**11. HEALTH AND SAFETY**

- 11.1 Min 134.1 Fire risk assessment. The current assessment is adequate at present as we now have a fire alarm system installed.
- 11.2 Min 134.2 Fire alarm system. Additional work on the system to install an isolation switch, is due to be undertaken on the 12 January. This will make the job of checking the system a lot easier for Mr Bleach when he does his regular checks. It was agreed that a floor plan of the Hall would be given to the contractor in order for them to mark all the switches/points as some are obscure.

It was pointed out that a rotation of the points used to test the system should be used each month.

- 11.3 Health and Safety inspection to be completed annually and is now due. A walk round to be undertaken as soon as possible. PAT testing due in February.

**ACTION - ONGOING**

- 11.3.1 The question arose as to whether we do a COSH assessment. We have never held a Cosh Register as the cleaning contractor provides all the items required e.g. hazardous cleaning items and we do not store them.

## 12. EVENTS

- 12.1 Min 135.2 2022 event. Ms O'Grady reported that she had attended a meeting with Mr Mike Bleach and Mr Tim Aldridge, Parish Councillor, to discuss ideas for an event/s in 2022 and as to what format the day/s will have. A further meeting will be held after a number of matters/ideas, including as to whether it could become a charity event, are to be raised by Mr Aldridge at the next Parish Council meeting.

- 12.1.1 A discussion took place as to the role of the Hall in this. We have planned an exhibition to celebrate our 100 years but we have not committed ourselves to anything further. We don't want any mistaken expectations that we as a Hall committee will be responsible for organising the weekend. Mr Wignall reported that he had cleared the Hall diary to enable availability and added that the Cricket Club will move their fixture if required.

- 12.1.2 It was agreed that we would contact regular hirers to ask if they would be prepared to organise something on either 30/31 August.

**ACTION - ONGOING**

## 13. ANY OTHER BUSINESS

- 13.1 There was no other business

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

There being no further business the meeting closed at 8.05 pm.

Appendix 1 Financial report

Signed: WR Wignall

Date: 1 February 2022