

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 5 JULY 2022 AT 6.30PM.

PRESENT Mrs S Ings Mr D Kent
 Mr R Mayne Dr P Rivett
 Mr J Sharrod Mrs E Sheppard
 Mr R Wignall Mrs E Woodford

IN ATTENDANCE
 Mr H A Bleach

81. APOLOGIES

Apologies were tendered by Ms M O'Grady and Mrs S Sims

82. 200 CLUB

Prize	Winner	Number	Prize
First	Mrs H Spiegelberg	168	45.00
Second	Mrs S Hellings	72	19.00
Third	Mrs B Elleker	143	11.00

82.1 We had 149 members when the draw took place at Lavant Fete on the 18 June 2022

82.2 As at 1 July we have 153 members - on lost and five gained. Thanks were expressed to Mr Sharrod for publicising the club at the Fete which had resulted in the gain of the new members.

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

84. MATTERS ARISING

84.1 There were no matters arising other than agenda items

85. FINANCE

85.1 Monthly report - see appendix 1 circulated to all members prior to the meeting. Overall annual bookings expected total £18000. There were no questions on the accounts for the treasurer.

85.2 Min 72.2 Charges 2022/23 Regular hirers have been notified of the rise in charges from September 2022. The detailed schedule of charges is available on the website and will need to be ratified at the next meeting.

86. CHAIRMAN'S REPORT.

86.1 Min 73.2 Weather station. The Chairman had invited Mrs Quest to discuss it with him and was awaiting her proposal.

ACTION - ONGOING

86.2 Min 73.1 The new home-schooling group, BeeBusy, have booked weekly Wednesday morning sessions through until the end of 2023.

- 86.3 The current value of bookings for 2022/23 at the new rates is about £21k.
- 86.4 Lavant Primary School had requested the (Covid based) capacity limit at the hall be relaxed for their school show performances. Since the school would have been happy to stage the show at their own premises, but for flood repairs, it had been agreed to grant a capacity waver up to the normal fire limit specifically for the show performances.

87. CARETAKER'S REPORT

- 87.1 The current situation with the cleaner is working well except there is a problem re cleaning before Sunday bookings. Wedding bookings on a Saturday can be problematical mainly in that the Green Room is not cleaned. Mr Bleach reported that both he and members of the Craft Group (they hire the Green room on a Sunday) have had to clean the room before use. He added it is very desirable a cleaner be available to work on Sundays if and when required and that it is unfortunate that the current one does not. Mr Bleach commented that cleaning was required after 50% of these bookings - these comments were noted by the committee.
- 87.2 Mr Bleach reported on a gouge mark in the Hall floor which he considered one of the hirings had been responsible
- 87.3 Min 75.1 Mr Bleach reported that the floor polisher he had in mind had not been PAT tested and that the quote requested for the work was not given. He added that a new second-hand polisher would cost approx. £120 - he was asked to get a quote for a new machine.

ACTION - MR BLEACH

- 87.4 Mr Bleach asked whether, as a goodwill gesture, a booking for an evening event be allowed access to the Hall in the afternoon to set up. It was confirmed that it had been customary to allow such access on a pre-emptible basis i.e., only provided no paid booking request was subsequently received. If set up time was essential a paid booking should be made.
- 87.5 Table trollies. Tables and trollies have been marked with numbers/letters to aid storage.

88. IMPROVEMENT PROJECTS

- 88.1 Min 76.1 Sports section refurbishment. An interim payment claim has been submitted by the builders. A site visit by Mr Wignall and Mr Ben Smith, Architect, is planned. During the refurbishment work it was discovered that the referee's shower was not previously connected to the drains and this had been rectified. Non-return valves had been installed in both shower drains to avoid a repeat of the flooding problems experienced in 2022. Paint colours have been chosen. It was noted that the six-week contract period expires during July.

89. HEALTH AND SAFETY

- 89.1 The six-monthly fire check has been completed - one of the emergency lights had failed, the work now complete. A test should be carried out monthly, Mr Wignall to produce a schedule. The risk assessment needs some attention.

ACTION - ONGOING

90. EVENTS

- 90.1 Min 78.1 August event. In Ms O'Grady's absence, Mr Bleach reported that the steering group was making good progress in putting together the programme of events and that details would be appearing in the Lavant News.
- 90.1.1 An agreement has been reached between LMH and Bleach of Lavant regarding handling of receipts and expenditure.
- 90.1.2 Mrs Woodford confirmed that plans for the exhibition were well in hand and that she had the assistance she needed.

ACTION - ONGOING

91. ANY OTHER BUSINESS

91.1 There was no other business.

91.2 CONFIDENTIAL MINUTE - attached

92. DATE OF NEXT MEETING Tuesday 6 September 2022 at 6.30pm.

There being no further business the meeting closed.

Signed: ____WR Wignall

Date: _6 September 2022

Appendix 1 Financial report

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
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