

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN
THE BLEACHES ROOM, LAVANT MEMORIAL HALL ON TUESDAY 6 SEPTEMBER 2022 AT
6.30PM.

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

IN ATTENDANCE
 Mr H A Bleach

93. APOLOGIES

Apologies were tendered by Ms M O'Grady and Mrs E Woodford
Mrs Evison has resigned as PCC representative. The PCC to be asked to provide another
representative.

ACTION - SECRETARY

94. 200 CLUB

August draw

Prize	Winner	Number	Prize
First	Stuart Meyer	106	46.00
Second	Annette Walker	90	19.00
Third	Jonathan Penn	8	11.00

September draw

Prize	Winner	Number	Prize
First	Mrs J Peirce	22	46.00
Second	Margaret Rhodes	122	19.00
Third	Richard Sims	52	11.00

94.1 We currently have 153 members

95. MINUTES of the meeting held on 5 July 2022, having been previously circulated were
formally approved as being a true record of the meeting and signed by Mr. Wignall.
Thanks were expressed to Mrs Woodford for taking notes of the meeting.

96. MATTERS ARISING

96.1 There were no matters arising other than agenda items

97. FINANCE

- 97.1 Monthly report covering the months of June and July - see appendix 1 circulated to all members prior to the meeting. The Treasurer reported on the FIT rebate of £678.68 and expenditure of £1594.80 to PA Fire Systems for improvements during the month of June. A new raffle drum for the Hall has been made at a cost of £100.
- 97.2 The Chairman reported that our Treasurer, Mr Mayne will be finishing as Treasurer once the accounts for the year end August 2022 are finalised. Mr Mayne will have completed four years in the role and felt that now was the time to finish. The committee expressed their sadness that he would be leaving.
- 97.2.1 The committee to look for a new Treasurer.

ACTION ONGOING

- 97.3 Min 85.1 Charges 2022/23 It was proposed by Mrs Sheppard, seconded by Mr Mayne and unanimously agreed to the rise in charges. Regular hirers have been notified of the rise in charges from September 2022. The detailed schedule of charges is available on the website.
- 97.3.1 Mr Kent asked the committee to consider a reduction in the charge for the Football Club's use of the facilities. He explained that this season they will be running only one team and do not have sufficient revenue to cover all their costs. This season they expect to use the facilities for ten home games plus training evenings. It was agreed that Mr Wignall and Mr Kent would discuss the matter and come to a realistic and affordable charge - possible £150 - £200, not the £270 quoted.

ACTION - MR WIGNALL/MR

KENT

- 97.3 Fete Monies. A bid has been made to the Fete Committee for some funds towards the commemorative plaque. As we have benefitted from grant monies towards the Sports refurbishment it was felt we should not press for more.

98. CHAIRMAN'S REPORT.

- 98.1 Min 86.1 Weather station.

ACTION - ONGOING

- 98.2 Bookings. Income for the past year is £21k and projected income for this year is £22500. It is hoped that we can obtain more bookings to increase income.
- 98.3 We now have a home education group - Beebusy hiring the Hall. The group is run by two ladies with the hall being the location for children that are home educated to get together socially and educationally. They hire the hall most Wednesday mornings and are heavily subscribed. They would like to hire the Hall plus Green Room on a regular basis one additional day a week and had provisionally booked Friday mornings until the end of 2023. However, they had decided that there is currently not enough continuity and our policy is not to move other hirers except by agreement. It was agreed to ask our Booking Secretary to negotiate with them - if they can hire on a regular day we have a chance of keeping the hiring.

ACTION - ONGOING

- 98.3.1 Beebusy has asked if they can have some storage - perhaps on a trolley or in a cupboard and whether they can put up a banner to advertise their sessions. It was agreed that

Mr Bleach would look to see where items could be stored and the committee agreed to the erection of a banner to be erected on a weekly basis – it must not be permanent.

ACTION – MR BLEACH

99. CARETAKER'S REPORT

- 99.1 Min 87.3 Polisher. Mr Bleach reported that the polisher is now working with a new lead on it. A new replacement cleaner could cost £700 – a second hand one obviously cheaper. It was suggested that Mr Bleach speak with the cleaner and seek his advice on what best to purchase and then obtain a quote for a replacement.

ACTION-MR BLEACH

- 99.2 Requests have been made to put photos up in the Hall. It was agreed that if they are historical and relevant then consideration would be given to requests.

- 99.3 Mr Bleach stated that he would be putting the keys back on the board in the Bleaches Room

- 99.4 The question was asked as to when the Parish Council cupboard and bureau would be removed. Contact has been made with the Parish Clerk and it is hoped she will contact us after the Council meeting as to what is happening with them – will they be sold, removed or will we be asked to deal with them.

ACTION – ONGOING

100. IMPROVEMENTS

- 100.1 Keys. Keys for the external door of the sports section are required. Mr Wignall will get a sufficient number cut for the FC, CC, Caretaker and the PC Hub. The key safe currently with Mr Kent will be placed back in the sports section. The keys to the ref's room and the two changing rooms have not been changed. The connecting door to the hall currently has a different lock but the old lock mechanism is/has to be retained and will be put back on.

- 100.2 Min 88.1 Sports section refurbishment. Mr Wignall reported that the contract was due for completion on the 31 July but unfortunately that was not so. He wrote to the company on the 27 August and received an apology but no completion date. There does not appear to have been any problem with supplies to delay the work, except the skylights which we were aware would be delayed. Mr Smith, Architect, and Mr Wignall have inspected the work and all showers, sanitary ware, lights and decoration are complete. A few items were listed as outstanding one item being the hatch floor in the shower area. It is proving difficult to level up the area to ensure that users of the showers will not get hurt on the hatch. A meeting with Nutbourne Construction is due to finalise any outstanding work. A second invoice has been received, Mr Smith will check the valuation and then advise the Parish Council regarding payment. It is expected that the work will come in at £7-8000 over the £30000 grant from the Parish Council – this will be funded by us. A few extra jobs e.g. non return valves fitted have been completed but it is not expected to be high expenditure.

- 100.2.1 It is hoped to be able to use the facilities by the end of this month.

- 100.2.2 Electric work – two emergency lights and a test point have been installed.

- 100.3 Mr Wignall has checked the roof and minimum repairs have been carried out. No cracked slates found.
- 100.4 New brushes and bins to be purchased.

ACTION - MR BLEACH

Mr Rivett left the meeting 7.35

101. HEALTH AND SAFETY

- 101.1 Mr Wignall to produce a schedule for the testing of the emergency lights.

ACTION - MR WIGNALL

The six-monthly lighting test has been completed.

The electrical certificate for completed work has been received. Mr Wignall will place on the 'drive'

ACTION - MR

WIGNALL.

- 101.2 The Risk Assessment - outstanding

- 101.3 The alarm was set off once in August - Mr Kent attended. The system reset itself when contractors caused power outages.

- 101.4 Fixed wire test - due 2023.

102. EVENTS

- 102.1 Min 90.1 August event - feedback. Congratulations were expressed to Michael Bleach and his team for organising the very successful and enjoyable events over the August Bank holiday weekend. The initial indication of funds that have been raised by the events for the Hall is in the region of £3000. Mr Bleach advised that he would be writing a small piece about the events for publication in the Lavant News. Mr Wignall stated that now would be a good time to advertise the Hall in the Lavant News and to that end he has put together an advert comprising of graphics and contact details.

- 102.1.2 The minute books were out for the exhibition during the event - a decision is now required as to what we do with them to keep them safe - perhaps place them in WS archives for safe keeping. Discuss a policy for archive materials at the next meeting.

ACTION - AGENDA NEXT

MEETING

- 102.2 Christmas Fayre - Saturday 26 November. 2- 4pm. A letter to clubs, associations ready to go out.

ACTION - SECRETARY

102.3 Jumble Sale - 7 January. We wish to hold the sale with a decision to be made next meeting as to whether we have enough helpers to organise and run it.

ACTION - AGENDA OCTOBER

MEETING

103. ANY OTHER BUSINESS

103.1 There was no other business.

104. DATE OF NEXT MEETING Tuesday 4 October 2022 at 6.30pm.

There being no further business the meeting closed at 8pm.

Members of the committee then viewed the work done in the sports section

Signed: W R Wignall

Date: 4th October 2022

Appendix 1 Financial report attached