

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE BLEACHES ROOM, LAVANT MEMORIAL HALL ON TUESDAY 4 OCTOBER 2022 AT 6.30PM.

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

IN ATTENDANCE
 Mr H A Bleach

105. APOLOGIES

Apologies were tendered by Mr R Mayne

106. 200 CLUB

September draw

| Prize | Winner | Number | Prize |
|--------|---------------|--------|-------|
| First | Mr P Johns | 96 | 46.00 |
| Second | Mrs B Elleker | 143 | 19.00 |
| Third | Mr E Baldwin | 197 | 12.00 |

106.1 We currently have 153 members

107. MINUTES of the meeting held on 6 September 2022, having been previously circulated were formally approved as being a true record of the meeting and signed by Mr. Wignall.

107.1 It is now a year since we started publishing the minutes of the website. Not a great deal of interest has been shown in them. However, we will continue to publish them

108. MATTERS ARISING

108.1 Min 102.1.2 Archive records. The question has arisen as to where we should store our records. Some thought the minute books should be safely housed in WS records office, others thought a fire-resistant cabinet in the Hall would be sufficient. Past Hall papers/documents are currently stored in a filing cabinet in the cupboard. There is a need to store out what is currently stored and only keep papers that relate to the history of the building/community.

108.1.1 The Village Halls forum and another council have issued useful information on what is recommended to keep. Copies to go to Mrs Woodford and Dr Rivett for them to come up with criteria/procedures for keeping records.

ACTION-DR RIVETT AND MRS WOODFORD

109. FINANCE

109.1 Monthly report covering the month of August - see appendix 1 circulated to all members prior to the meeting.

109.1.1 It was noted that invoices for the building works are outstanding. Payments to Smith Simmons have been in instalments of the fixed price contract, 70% has now been paid with 30% outstanding.

109.1.2 Income from the August events, organised by Mike Bleach and his group, will be approx. £3500

Thanks were expressed to all those who helped with the event. A decision to be made as to how best to use the funds.

109.1.3 A donation of £100 from the Fete committee has been received - this will cover the cost of the commemorative plaque now installed in the Hall.

109.2 Min 97.3.1 Charges/FC. An agreement has been reached with the FC to pay £200 this season/year for use of the facilities.

110. CHAIRMAN'S REPORT.

110.1 Weather station. Ongoing. Awaiting proposal.

110.2 Min 98.3 Hiring of Hall. Mr Wignall reported that bookings have been 'fairly flat'. BusyBees wanted to hire the hall regularly on Friday mornings, but we are unable to cater for their hiring as we have a series of other hirers who use the hall on Fridays. BusyBees are essentially a commercial operation and we have to balance community use with commercial hirers. We always try to cater for all but on this occasion it is impossible. They will possibly be using another local hall in the new year.

110.2.1 We have obtained a small booking on some Sunday mornings from a group called TrainMaster. It is a group for parents and children.

110.2.2 It was noted that we have no bookings for weddings this year.

110.3 Mr Wignall has placed an advert in the Lavant News in the hope of attracting more hirers.

110.4 Sports section/sports pitch. Mr Kent reported that a team, Bosham Vets, had expressed an interest in hiring the sports changing rooms together with the sports pitch (Parish Council responsibility) for occasional games. The changing rooms will have to be booked - revenue for us. The question arises as to who should handle the bookings - should it be the Parish Council, the Hall or separately. The Hall as such is set up for handling bookings and invoicing, Whatever system is agreed it needs to be user friendly.

110.4.1 It was agreed that Mr Wignall and Mr Kent (FC) meet with Tim Aldridge (Parish Council) to thrash out the matter and come to an agreement as to the best way to deal with these hirings.

ACTION - MR WIGNALL AND MR

KENT

110.4.2 It was noted that users of the changing rooms are responsible for cleaning after use.

110.5 Covid - terms and conditions. It was agreed to remove as many restrictions as we can but continue to provide hand sanitisers and sanitising equipment and encourage the wearing of masks when/if people feel vulnerable or in crowded situations. It was agreed to remove the capacity limit set during the pandemic and return to normal capacity numbers, our terms will be amended on the website.

ACTION - MR WIGNALL

110.6 Committee membership. Treasurer vacancy -still require someone to take on this role.

110.7 Lavant Players. There has been a change of officers in the group and their Chairman, Mr John O'Brennan is happy to be their representative.

110.7.1 Dr Rivett has been their representative for some years and would be happy to remain on the committee. It was proposed by Mrs Woodford, seconded by Mr Sharrod and unanimously agreed to co-opt Dr Rivett to the committee. Dr Rivett very kindly agreed to remain on the committee.

- 110.8 Fete Committee. They are looking for a representative of the Hall Committee to join their committee. Ms O'Grady kindly volunteered. Secretary to advise accordingly.
The Fete will be held on Saturday 17 June 202

ACTION - SECRETARY

111. CARETAKER'S REPORT

- 111.1 Min 99.1 Polisher. The old polisher is still working and Mr Bleach reported that he had started on polishing all the floors.

- 111.2 Min 99.4 PC cupboards. Still in the Bleaches room. We understood that the clerk was selling the bureau but this does not seem to be the case.

ACTION - ONGOING

- 111.3 Min 100.4 Bins and brushes. Purchased.

- 111.4 Lights. Mr Bleach reported that two tubes were not working in the Hall - possible fault in the starters. A short discussion took place on the need to change all the lighting to energy saving LED lights. Mr Bleach will ask the electrician, Mr Muller, for advice on changing/replacing the lights. Mr Kent will also seek advice from another source.

ACTION MR BLEACH AND MR KENT

- 111.5 Mr Bleach has rubbed down the back door ready to paint.

- 111.6 There are problems with the microphone - agreed that Mr Bleach contact Stage Services.

ACTION - MR BLEACH

112. IMPROVEMENTS

- 112.1 Min 100.1 Keys. Keys for the sports section have been given to the Football and Cricket Clubs and one will be given to Lavant Volunteers for their occasion use. It was agreed that the caretaker should also have a key.

- 112.2 Min 100.2 Sports section - refurbishment. The skylights have now been fitted. Outstanding work being decoration around the skylights, loft work over the shower area and insulation.

- 112.3 Change of Parish Council clerk has delayed authorisation of invoices - the builder's invoices will be paid as soon as this is finalised.

- 112.4 It was agreed to reconvene the Buildings working group to look at what redecoration/maintenance work should be considered next.

ACTION - BUILDINGS GROUP

- 112.4.1 Lighting. change to LED lights

113. HEALTH AND SAFETY

- 113.1 Min 101.1 Testing schedule. The schedule has been completed. Fire alarm testing to be undertaken monthly - now due. Emergency lighting due to be tested. Mr Kent and Mr Bleach to liaise.

ACTION - MR BLEACH, MR

KENT

- 113.2 Descaling of the showers to be done monthly.

ACTION - MR BLEACH

- 113.3 Fire Alarm. This has been triggered twice in the last month. The calls go through to four hall members in rotation. Whoever acknowledges the call has to press 8 (eight).

114. EVENT

- 114.1 Min 102.2 Christmas Fayre - Saturday 26 November. 2- 4pm Decoration of Hall Thursday 24 November 2pm. Help from committee required. Posters to be displayed around the village.

- 114.2 Min 102.3 Jumble Sale - 7 January. Mr Bleach kindly offered to find enough helpers and also to find someone to take the leftover jumble away.

ACTION - MR BLEACH

All committee members were asked to help. Advert in Lavant News to be placed by 5 November. Poster to be displayed round the village.

115. ANY OTHER BUSINESS

- 115.1 Road safety. Now that the sports pitch is being used concern was expressed regarding safety of people crossing the road.

- 115.2 Gate on the roundabout. Hopefully this will be retained as it is a very useful place to advertise events in the village. The Parish council has objected to the gate being replaced with a stile - this would have been dangerous opening an access onto the roundabout. Confirmation that the gate will be retained is required.

- 115.3 Ms O'Grady informed the meeting of a Swop Shop that operates when Brunch is held at St Nic's. She also gave details of a repair café and workshops that she will be running at the New Park Centre.

116. DATE OF NEXT MEETING Tuesday 1 November 2022 at 6.30pm.

There being no further business the meeting closed at 8.10pm.

Signed: W R Wignall

Date: 1st November 2022

Appendix 1 Financial report attached

