

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
BLEACHES ROOM, LAVANT MEMORIAL HALL ON TUESDAY 1 NOVEMBER 2022 AT 6.30PM.

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

IN ATTENDANCE

Mr H A Bleach

Mr O'Brennan - Lavant Players - was welcomed to the committee.

117. APOLOGIES

Apologies were tendered by Mrs S Ings, Ms M O'Grady

118. 200 CLUB

September draw

Prize	Winner	Number	Prize
First	Mr Monty Toms	64	46.00
Second	Mrs C Andrews	48	19.00
Third	Mr Julian Todd	172	12.00

118.1 We currently have 153 members

119. MINUTES of the meeting held on 4 October 2022, having been previously circulated were formally approved as being a true record of the meeting and signed by Mr. Wignall.

120. MATTERS ARISING

120.1 Min 108.1 Archive of records. Dr Rivett reported as to what records should be kept and for what period. A fireproof cabinet is essential for the safe keeping of records at the Hall. Record Office procedures for the keeping of records to be investigated. Records that must be kept for two years include the Annual report and Minutes of meetings. After that they should be archived.

With regard to the Hall accounts we should hold the current records plus one year. All records relating to the bank account and invoices should be kept for a period of six years. Charity Commission reports should be kept and archived (returns are currently made online) General correspondence is usually kept for the current plus one year, insurance documents for the current year and Trustee details held only until they retire from the committee.

120.1.1 Dr Rivett will make enquires at the Record office as to what procedures should be followed for the lodging of documents.

ACTION - DR RIVETT

Thanks were expressed to Dr Rivett and Mrs Woodford for their work on this matter.

120.1.2 The filing cabinet in the cupboard to be cleared and items archived as necessary.

ACTION - ONGOING

120.2 Parish Council cupboards surplus to requirements have been cleared. The new cupboards are awaiting the fitting of locks. It was reported that the Parish Council may not be using the Bleaches Room as an office and drop-in centre.

- 120.2.1 Council correspondence is delivered to the Hall and currently is not being collected. Agreed that enquiries would be made as to what their plans are for collection of the post.

ACTION - SECRETARY

121. FINANCE

- 121.1 Monthly report covering the month of September - see appendix 1 circulated to all members prior to the meeting. The Treasurer reported that currently our bank balances are healthy - we were helped by grants received during Covid lock down periods which practically covered our loss of income. Also included are the funds raised by the August Centenary event, but we must bear in mind that payment of final invoices for the sports section work are still outstanding.

The FIT (feed in tariff for the solar panels) is now paid quarterly. The September accounts include two months cleaning invoices, and the subscription to Sussex Rural Community Council. It was also noted that we are on a fixed tariff until January 2024 for our electricity.

- 121.2 The treasurer advised the meeting that he had received notification that we will have to close our Cafcash account unless we re-open the current account. This account was closed because we were asked to pay charges which we felt were too high for our usage. The interest we are paid on our account would be written off by these charges. We may need to move funds from this account within the next month, and perhaps lock in some of the funds longer term. Mr Mayne will make enquiries as to what other banks can offer.

ACTION - ONGOING

122. CHAIRMAN'S REPORT.

- 122.1 Min 110.4 Hiring of sports section. The Parish Council has expressed a wish that we deal with the bookings for the sports pitch and changing facilities. Mr Wignall has drafted a proposal to be discussed by members of the Parish Council, Football Club and the Hall. The suggested charges are based on those of the present together with a return for use of our facilities plus booking secretary time.

ACTION - ONGOING

- 122.2 Bookings for the hall are 'still flat', the figures indicated by the online booking system indicate hiring income as £21000 for the financial year. The two wedding bookings that were cancelled have been replaced by two other hirings. Beebusy, who wanted regular Friday bookings, which we could not provide, have now re-booked dates that they had previously cancelled.

- 122.3 The special conditions of hire during the Covid pandemic have been removed and will be replaced by updated "living with Covid" posters around the Hall, encouraging hirers to think about those more vulnerable and at crowded times. Sanitising equipment will continue to be provided.

- 122.4 Hire of Hall for Election in May. Enquiries have been made by CDC for the hire of the Hall and Bleaches Room for the election in May 2023. On that day the main hall and Green room is hired by an Art Group. We make efforts not to ask hirers to give up their long-standing bookings. The Chairman has spoken to the organiser of the Art Group about the matter and she appears to be quite happy to move her hiring to another day. Mr Bleach felt that in the past the election people have been happy to just use the Bleaches Room and felt that if we took the hiring for the Hall and Green Room it would set a precedence. A vote was taken as to whether we should offer the Hall and Green Room for the election and the majority were in agreement. The Booking Secretary will be asked to advise the CDC Election team.

ACTION - ONGOING

123. CARETAKER'S REPORT

123.1 Min 111.2 PC Cupboards. See Min 120.2 above

123.2 Mr Bleach requested a copy of the current Hall charges - Mr Wignall will provide.

123.3. Various items. The green dividing curtain in the Green Room has been repaired; the red stage curtain is not working and Mr Chris Luck will investigate. Mr Bleach has completed painting the back door. A sink plug in the kitchen had corroded - it has been replaced by the plumber, Mr Squires.

123.4 Min 111.4 Lighting. An electrician has been found who can undertake like for like work, but cannot do electrical installation work. A light panel in the kitchen needs replacing together with two tubes in the main hall. Mr Bleach to action the work with the electrician.

ACTION - MR BLEACH

123.4.1 It was noted the building group will be meeting, on 14 November, to consider items highlighted in the condition survey, maintenance, reinstating the rolling programme of redecoration and will also consider improvements such as lighting in an effort to save energy.

ACTION - ONGOING

123.5 Mr Bleach has ordered a body pack for the head microphone - cost £53

ACTION - ONGOING

123.6 Mr Bleach reported that hirers were not leaving the hall as they should as they did not know what was expected of them. The Terms and Conditions do cover that matter but by the time they actually use the Hall they are often forgotten and disregarded. Mr Wignall will look into getting an automated reminder sent.

ACTION - ONGOING

124. IMPROVEMENTS

124.1 Min 112.2 Sports section refurbishment. The work on the loft insulation and wood worm has been completed. A few items on the snagging list are outstanding - one being that the hand dryer has been found to be too close to the sink. The Parish Council has paid the invoice, delayed because of their change of parish clerk. A settlement meeting, attended by Mr Wignall and Mr Smith the Architect, with the builders is to be arranged.

ACTION - ONGOING

125. HEALTH AND SAFETY

125.1 Min 113.1 Testing of Emergency Lights and Fire completed. The Fire Alarm to be tested weekly - Mr Bleach to undertake.

125.2 The Fire Extinguisher check has been completed.

125.3 Shower heads to be checked and cleaned monthly - Mr Bleach

125.4 An order to be placed with PA Systems for a Fire Alarm maintenance check in January.

ACTION - ONGOING

126. EVENT

126.1 Min 114.1 Christmas Fayre- update. Replies have been received from interested parties. A confirmation letter advising that the hall will be open from 12.30 to be sent out. Help required

on Thursday 24th November at 2pm. to decorate the hall. Help also required on the Saturday morning putting tables up. The Hall will be serving teas and coffees and running the raffle.

126.2 Jumble Sale. Mr Bleach reported that he was getting helpers organised and hopefully has arranged for jumble to be taken away after the event.

127. ANY OTHER BUSINESS

127.1 Car park lighting. Complaints have been received at the lack of lighting in the car park. No provision was made in the original plans. A planning application would now be required for their installation. The Parish Council do not appear to be interested in pursuing the matter at this time.

128. DATE OF NEXT MEETING

AGM Tuesday 6 December 2022 at 6.30pm.

Followed by the monthly meeting.

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

Signed: W R Wignall

Date: 6th December 2022

Appendix 1 Financial report attached