

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

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

IN ATTENDANCE  
                 Mrs A Thomas

1.      APOLOGIES

Apologies were tendered by Mr T Bleach, Caretaker.

2.      200 CLUB

September draw

Prize	Winner	Number	Prize
First	Mr Jonathan Penn	8	46.00
Second	Mrs M Rhodes	55	19.00
Third	Mrs L Worsfold	193	12.00

2.1      We currently have 153 members. Majority of renewals for January have been sent out.

3.      MINUTES of the meeting held on 1 November 2022, having been previously circulated were formally approved as being a true record of the meeting and signed by Mr. Wignall.

4.      MATTERS ARISING

4.1.      Co-option of Trustee. Mrs Alison Thomas has expressed an interest in joining the committee. She originally enquired about the role of Treasurer but after consideration found that she was not able to take it on due to other commitments. It was proposed by Mr Wignall, seconded by Dr Rivett and unanimously agreed that she be co-opted onto the committee for the year,

4.1.1      GDPR. New trustees have a short questionnaire to complete online which includes a disclaimer upon leaving.

**ACTION - MT WIGNALL**

4.1.2      Meetings have generally been held on the first Tuesday of the month. Mr Wignall asked committee members to consider what nights are most convenient to them.

**ACTION - COMMITTEE**

4.2      Bank account. Min 121.2. See Appendix 1. Mr Mayne, Treasurer, went through the document with the committee. Points noted were: The Cafcash account has been closed and the balance temporarily placed in the Barclays Bank account. He has investigated what options are available from other banks and found that the majority of banks make charges on Charity accounts. Virgin

currently offer a charity Instant Access Account paying .4% which would work in conjunction with a Charity Current Account. This would also allow access to a range of Fixed Term and Notice accounts with interest rates varying from 1.2 to 3.1%

- 4.2.1 It was proposed that we open a Fixed Term Deposit account and place into this account the amount that we as a Hall committee hold in Reserve. This amount was reduced from £25000 to £15000 during the pandemic, but is now recommended to increase this amount back to £25000. Currently our bank balances are just over £50000. This will be reduced to approximately £40000 once all outstanding invoices are paid to the Parish Council regarding the Sports section refurbishment.
- 4.2.2 It is envisaged that we will continue using the Barclays account for day-to-day expenses and for the 200 Club monies. Transfers between accounts will take place as and when required.
- 4.2.3 Approval to open new accounts. It was **proposed by Mrs Sheppard, seconded by Mrs Ings** and unanimously agreed that we open three accounts, as referred to above, with Virgin Bank.
- 4.2.4 Do we increase the amount held as Reserve? Mr Wignall reported that the amount held on reserve varies from hall to hall. We have had a condition survey completed and over a ten year period there are matters to be attended to. The biggest cost envisaged would be for a new flat roof, or closure of the hall due to flooding or other unforeseen events.  
It was **proposed by Mr Mayne, seconded by Mrs Ings** and unanimously agreed to place £25000 on a Fixed Term Deposit account with Virgin.

#### **ACTION - TREASURER**

- 4.3 Min 120.1 Archive of records. It was agreed there is a need to find out what records and documents we hold and decide what we would like to go to the Records Office. Dr Rivett will then go to the office to enquire of procedures. They will take documents of long-term historical content- a decision will have to be made as to whether we deposit the items or give them to the office.
- 4.3.1 In the New Year Dr Rivett and Mrs Sims will go through the filing cabinet to see what documents we hold that could be deposited in the Records Office for safe keeping.

#### **ACTION - DR RIVETT AND MRS SIMS**

- 4.3.2 Obtaining a fire proof safe cabinet for storage of Hall documents - ongoing.

#### **5. FINANCE**

- 5.1 Monthly report covering the month of October - see appendix 2 circulated to all members prior to the meeting. Points noted: Purchase of the commemorative plaque £82.80, and payment to the architect with regard to the sports section work £180. The direct debit to Scottish Power should reduce as our meter readings are now being used. It was noted that our electricity tariff is fixed until 31 January 2024.
- 5.2 Treasurer. The role of Treasurer is still to be filled.

#### **ACTION - ONGOING**

- 5.3 Bank account see Min 4.2 above

#### **6. CHAIRMAN'S REPORT**

- 6.1 Mr Wignall reported that it is important to consider what we are here to do and the challenges that lie ahead. We came through the Covid period in good shape and progress has been made over the past year. It is important that we look after the hall; the buildings, funding and the people who use the facilities for the next generation and make sure we put it onto a sustainable basis. The

condition survey gave a ten year plan of works, some of which are discretionary, and others that are necessary. Progress has been made by getting the sports section refurbished.

- 6.1.1. Energy costs. Energy costs take a quarter of the annual running costs and this could easily double in the near future therefore we need to look at how to improve our performance
  - 6.1.2. Payment for services. In past a great deal of the work has been done at no cost to the Hall and currently our Caretaker still does a lot unpaid. At some point in the future we will have to pay for Caretaker services, therefore with labour costs plus an increase in energy costs our operating costs could double. Hire charges cannot be increased to such an extent therefore we need to attract new users, draw in the younger generation and find innovative fund-raising ways.
  - 6.1.3. People. We currently do not actively promote the hall. Currently we have an 'aging' committee - we need to look for people with the skills and ideas to take on the challenge of ensuring the future of the hall.
- 6.2. Occupancy of the hall. By using the Hallmaster programme details of occupancy can be obtained. We currently have twenty regular users. Our booking sessions pattern is not conducive to some groups and in the past we have 'cut a deal' for those only wishing to hire for 1 - 2 hours. As we do not market the hall we need to approach people about hiring the facilities rather than wait for them to contact us. Mr Wignall keeps regular users informed of hall business. In order to get new business perhaps we contact those advertising in the Lavant News and also hold a brain-storming session to discuss the way forward.

**ACTION - ONGOING**

- 6.3. Min 122.1 Hiring of sports section. The couple of bookings there has been have been done through Mr Kent.

**ACTION - ONGOING**

- 6.4. Min 122.4 Hiring of hall for election. This has been booked - hire charges paid.
- 6.5. Bookings. Predicted to be £21000 per annum. We really need to increase this figure to £25000. We have lost Monkey Music as they had to cancel their bookings due to personal circumstances. The Home Education group may continue into new year.

## **7. CARETAKER'S REPORT**

- 7.1. Min 123.4 Lighting. Lights have been fixed. Parts are on order to repair the corridor light.

**ACTION - ONGOING**

- 7.2. Min 123.5 Microphone. The problem has not been solved and Stage Services are to visit to investigate.

**ACTION - ONGOING**

## **8. IMPROVEMENTS**

- 8.1. Min 124.1 Sports section refurbishment - update. Works have been completed. The defects check runs until March 2023. Fees have been held in retention.
- 8.1.2. It has been found that steam from the showers triggers the fire alarm. Installing a door closure on the room door should solve the problem. The builders are getting a bigger fan which should help.
- 8.1.3. We have reached a settlement with the builders. Building costs, which include some additional work, and fees are within the original estimate. The net cost to us being £7 - 9000.

- 8.1.4 A generous donation, from a couple with a home in the village, towards the refurbishment was received. Sadly, the gentleman passed away before he could see the work but his widow has seen the work and is pleased that they were able to help.
- 8.2 Improvements - condition report. Mr Wignall, Dr Rivett and Mr Sims met to discuss the way forward and prioritise works. Over the ten year period of the report the value of the work could be in the region of £194000. Progress has been made with refurbishment of the sports section - value of work from the report £46000 - total cost to the hall £7 - £9000. Safety, keeping the hall maintained and energy efficiency is priority. Matters already dealt with include an asbestos survey and installation of a Fire Alarm system
- 8.2.1 Glass and glazing. The problem of identifying as to whether the glass throughout the building is safety glass needs attention. Building regulations now require safety glass to be installed. It was agreed to undertake a risk assessment and obtain a quote for the inspection of all glass in the hall to see what needs replacing.

**ACTION - ONGOING**

- 8.3. Energy efficiency. Ten years ago we were given a Rating of Band D. We need to undertake a self-assessment and then obtain professional advice.

**ACTION - ONGOING**

## 9. HEALTH AND SAFETY

- 9.1 Min 125.4 Fire alarm maintenance. It has been confirmed that there is no rolling contract for maintenance of the system - the company will contact us when it is due. The alarm system is tested weekly by the caretaker.
- 9.2 The emergency lighting is now tested monthly.
- 9.3 The shower heads to be cleaned regularly to stop scale mounting up.

**ACTION - CARETAKER**

- 9.4 A review of the Risk Assessment to be carried out in the New Year,

**ACTION - MR KENT**

## 10. EVENT

- 10.1 Min 126.1 Christmas Fayre - feedback. The Fayre was successful and stall holders were pleased to receive support from those who attended. Income from the Raffle and Teas were up on the previous year. To date income from the event totalled £443.90 with one stall still to let us have their commission. Thanks go to Mr Wignall and Mrs Sheppard for decorating the Hall and to Dr Rivett, Mrs Sheppard, Mrs Ings and Mrs Wignall for their help on the day.
- 10.2 Date for taking down Hall decorations to be arranged,
- 10.2 Min 126.2 Jumble Sale Saturday 7 January 2023. Committee members to help with putting up tables, and sorting on the Friday at 6pm. plus on the day if possible. The Hall will be open from 9 - 5pm, on Friday 6th January for jumble to be left.

**ACTION - COMMITTEE**

11. ANY OTHER BUSINESS

11.1 The Chairman reported that he had met up with Mr Mike Bleach and although he is unable to sit on the committee is willing to help with any ideas for fund-raising events.

11.2 Lavant Players wish to invest in a short-throw projector but will need to raise funds. Meanwhile, they have been offered a large retractable projector screen that would cover the back wall of the stage. The Committee was asked whether they would approve the screen being fitted at no cost to the hall and this was agreed. Fitting of the equipment to take place 12-13<sup>th</sup> January. Liaise with the Caretaker for opening hall.

**ACTION - ONGOING**

11.3 A query regarding Fete monies was raised by the WI representative. As this is not Hall business it was suggested they contact the Fete Committee directly.

12. DATE OF NEXT MEETING

Tuesday 3 January 2023 at 6.30pm.

There being no further business the meeting closed at 8.20pm.

Signed: W R Wignall

Date: 3 January 2023

Appendix 1 - Document regarding change of bank accounts.

Appendix 2 Financial report attached