

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 3 JANUARY 2023 AT 6.30PM.

PRESENT Mr D Kent Mr R Mayne
 Mr J Sharrod Mrs S Sims
 Mrs L Tucker Mr R Wignall

IN ATTENDANCE

Mr A Bleach - Caretaker

Mrs Sims took the Chair for items 13 and 14.

13. APOLOGIES

Apologies were tendered by Mr J O'Brennan, Mrs S Ings, Dr P Rivett, Mrs E Sheppard,
and Mrs A Thomas

Apologies were tendered by Ms O'Grady - received after the meeting

14. ELECTION OF CHAIR AND VICE-CHAIR

The nomination of Mr Wignall as Chair was proposed by Mr Sharrod, seconded by Mrs Sims and
unanimously agreed. There were no further nominations. Mr Wignall kindly agreed to serve as
Chair for the forthcoming year.

- 14.1 The nomination of Mrs Ings was proposed by Mrs Sims, seconded by Mr Wignall and
unanimously agreed. There were no other nominations. Mrs Ings had previously agreed to
accept the role of Vice-chair if nominated.

Mr Wignall took the Chair.

15. 200 CLUB

January draw

Prize	Winner	Number	Prize
First	Mr I Morrison	91	46.00
Second	Mr and Mrs P Doust	32	19.00
Third	Mrs C Andrews	48	12.00

- 15.1 We currently have 153 members. Renewals for January are slow to be returned.

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

17. MATTERS ARISING

- 17.1. Min 4.1.2 Meeting arrangements. Mr Wignall pointed out that he had only asked committee
members as to what days they were unable to attend meetings. No comments have been
received to date; therefore, we will continue to meet on the first Tuesday of the month apart
from August.

- 17.2 GDPR - Mrs Tucker to complete the necessary procedure.

- 17.3 Min 4.3 - Archiving of documents. Date for Dr Rivett and Mrs Sims to meet and go through the documents in the filing cabinet to be arranged.

ACTION - MRS SIMS

- 17.4 Min 11.2 - Update on installation of screen - ongoing

ACTION - ONGOING

18. FINANCE

- 18.1 Monthly report covering the month of November- see appendix 1 circulated to all members prior to the meeting. Income is holding up with the number of hall hirings good. Expenditure wise there has been some one-off expenditure for electrical work, and payment to Hallmaster. The direct debit to Scottish Power is being reduced bringing it in line with usage. It was noted that there is still an outstanding invoice to be paid regarding the sports section refurbishment.

- 18.1.1 We are still waiting to hear from Mr Merritt, the Independent Examiner, regarding the signing off of the accounts for year end August 2022.

- 18.2 Min 4.2. Bank accounts - update. The Treasurer reported that Virgin Money had required committee members mobile numbers - these are used for security checks. **It was unanimously agreed that we would maintain the same mandate as previously - that being any two of three to sign - the three being the Officers of the Management Committee, Chairman, Treasurer and Secretary.**

- 18.3 Min 5.2 Treasurer - Mr Wignall reported that he knows of someone who has expressed an interest in the role - he has financial experience together with a knowledge of charities and village halls.

ACTION - ONGOING

19. CHAIRMAN'S REPORT

- 19.1 Min 6.2 Hirers Mr Wignall reported that the revenue forecast for the year was now £23500 with our target being £25000. We have received some new bookings, one being an hourly class for Pilates on a Tuesday morning from 17th January. They will be charged the short session charge and have booked for the whole year. Beebusy has also booked until December 2023.

- 19.1.2 Nothing further has been heard regarding procedures for the booking of the sports section. It was agreed that in the meantime the Booking Secretary be asked to set up Bosham Veterans (currently they are the only people hiring the sports section and pitch) as customers of ours so that invoices can be paid.

ACTION - ONGOING

20. CARETAKER'S REPORT

- 20.1 Min 7.1 Lighting - work completed

- 20.2 Min 7.2 Microphone. This is now working after the purchase of a new power pack. Stage Services checked out the equipment.

- 20.3 Chair trollies. Mr Bleach had ordered new trollies but they arrived damaged and also their design was bad and not easy to use with our chairs. They are being returned to the company. Mr Bleach has managed to find a couple of wheels to repair one of the old trollies so that it can be used - another set to be purchased.

ACTION - ONGOING

- 20.4 Cleaning. Mr Bleach felt the need to be more formal when dealing with the cleaner and the hours that are worked and although we have no problem we have no formal record of hours worked. It was agreed that Mr Bleach would speak to the cleaner with the view to getting him to sign a record the hours worked.

ACTION - MR BLEACH

- 20.5 Redecoration programme. Mr Bleach has sought estimates for redecoration from three companies with no replies. The painter we have used in the past has now retired. Mr Bleach felt that we should re-do all the emulsion areas of the Hall and leave the gloss painting until another time. He felt that this would make the hall look cleaner and fresher. It was pointed out that when people hire the hall the first thing that is noticed is the cleanliness of the kitchen and toilet areas. Mr Bleach agreed to continue seeking painters.

ACTION - MR BLEACH

21. IMPROVEMENTS

- 21.1 Min 8.2 Glazing. Mr Wignall reported that he has checked the glazing and is now aware of what is safety glass and what isn't. The front door, foyer and side panels require attention. Film can be put onto the glass and this would then be deemed 'safety glass': this would be cheaper than replacing the glass. It was proposed and agreed to get all glazing checked to seek advice on the best course of action to take. Mr Bleach to contact the glazier. Mr Wignall and Mr Bleach to attend when glazier visits.

ACTION - MR BLEACH

- 21.2 Min 8.3 Energy efficiency. Mr Wignall reported that he had spoken to someone who owns an energy brokerage business and can advise on how to reduce the use of energy. The general advice is to change all lights to LED and ensure that the lofts and any roof space is well insulated. It is envisaged that when our current energy deal ends, we will be paying double. With our solar panels we export energy that we do not use and currently get a fairly good feed in tariff.

ACTION - ONGOING

- 21.3 Heating. Mr Bleach felt that we had a heating problem and Mr Wignall has been looking into it and trying to understand the system. It appears that the heaters are night storage and give out heat with a fan. A temperature of 19 - 20 degrees should be suitable for all hall hirers. It has been found that we have 'smart' heaters with a memory on what usage is, and has, been used. The time clocks were all wrong and were switching off the heaters which resulted in wiping the memory within the heaters. This has now been corrected by disabling the clock. The heaters do have a child lock but unfortunately hirers try to override the heating if they think the hall is cold. How to make the heaters tamper proof is a problem. Mr Wignall is carrying out experiments with the heaters and is taking meter readings and recording the data on a daily basis. Hot air rises and unfortunately the skylights are not double glazed - to be considered when looking at energy efficiency.

ACTION - ONGOING

Thanks were expressed to Mr Wignall for his efforts to get the heating system working efficiently.

22. HEALTH AND SAFETY

- 22.1 Min 9.3 Shower cleaning. To be undertaken imminently and then bi-monthly.

ACTION - MR BLEACH

- 22.2 Min 9.4 Risk Assessment - outstanding. Mr Kent and Mr Wignall, together with Mrs Tucker, to undertake a walk round of the premises. Date to be set.

**ACTION - MR KENT/MR WIGNALL
MRS TUCKER**

22.3 PAT testing - due in February. Mr Bleach to action

ACTION - MR BLEACH

22.4 Fire alarm and emergency light testing due mid-January - ongoing

ACTION - ONGOING

23. EVENTS

23.1 Jumble Sale - final arrangements. Mr Bleach has arranged helpers and for the left-over jumble to be collected at the end of the sale. Mrs Sims to collect float from bank and make up stall floats. Hand sanitisers to be available. Help required for sorting 6pm. Friday evening and on Saturday morning.

23.2 Christmas Decorations - to be taken down by members of the committee and stored in the loft at the end of this meeting.

24. ANY OTHER BUSINESS

24.1 The gate at the top of Pook Lane, previously used at the entrance to the top football field, is being retained by the developers - this will allow advertisements for local events to be displayed on it.

25. DATE OF NEXT MEETING

Tuesday 7 February 2023 at 6.30pm.

There being no further business the meeting closed at 7.55pm.

Signed: W R Wignall

Date: 7th February 2023

Appendix 1 Financial report attached