

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
BLEACHES ROOM, LAVANT MEMORIAL HALL ON TUESDAY 7 FEBRUARY 2023 AT 6.30PM.

PRESENT Mrs S Ings Mr D Kent
 Mr R Mayne Mr J Sharrod
 Mrs E Sheppard Mrs S Sims
 Mrs A Thomas Mr R Wignall

IN ATTENDANCE

Mr B Doling and Mr A Bleach - Caretaker

26. APOLOGIES

Apologies were tendered by Ms M O'Grady, Dr P Rivett and Mrs L Tucker

27. Appointment of Treasurer

- 27.1 Mr Bryan Doling was introduced to the committee. It was proposed by Mr Wignall, seconded by Mrs Ings and unanimously agreed that Mr Doling be appointed Treasurer as a replacement for Mr Robert Mayne. Mr Doling will take up his role once the accounts for year end August 2022 have been signed off by the Independent Examiner.

28. 200 CLUB

February draw

Prize	Winner	Number	Prize
First	Mrs Pat Davidson	78	46.00
Second	Mr George Collas	36	19.00
Third	Mr and Mrs Peter Doust	33	12.00

- 28.1 We currently have 153 members. Three renewals overdue for January. Ten numbers come up for renewal in March.

- 28.2 The March draw will take place at the Friendly Club meeting on the 1 March.

29. Flood update - The chairman's report Appendix 1 attached. Currently the water table is high and the Hall is still drying out with half the number of dehumidifiers and fans now working. The premises have dried out well and there appears to be no significant long term damage. The carpet in the Bleaches Room has been taken up and the room will require new carpet once everything is completely dry. Although the hall floor was covered in water it is in good shape with little damage. The revenue lost during the hall closure is possibly £865 - the booking secretary has kept track of all flood related cancellations. The cost of additional electricity is anticipated to be between £200 and £500. Thankfully regular meter readings had been taken prior to the flood which will help when the insurance claim is completed. It is with thanks to the cleaner who raised the alarm early in the morning and especially to Mr Kent, Mr Bleach and Mr Wignall for installing the pumps and outside flood defences which no doubt helped the situation.

- 29.1 It will be approximately 8 weeks after the plant is removed before we are able to finalise the claim.
- 29.2 The Sports Pavilion has not been cleared out and requires cleaning and drying out. Mr Wignall has advised the Cricket Club of the situation. The outside Football Club store and other stores may need attention.
- 29.3 Mr Bleach has obtained some pallets in order to store items above floor level. To this end he had moved items from the back passage to behind the curtain in the Green Room and visa versa.
- 29.4 Discussion took place as to how we should prepare for possible floods in the future. Although the hall had been checked on the Sunday unexpected heavy overnight rain caused the flood. It was agreed that perhaps in late summer early autumn we all attend a training session on how to install the flood equipment and also know where it is all stored, which needs to be easily accessible. Instructions of what to do to be kept with the pumps, now kept in the cleaner's cupboard. It was unanimously agreed that rather than leave the Caretaker to make the decision as to whether flood prevention measures should be taken a team of three would be formed.
- 29.5 When the pumps are in action there is a problem of discharging the water - hoses have to be put through the windows which leaves the hall open and vulnerable. Perhaps holes with bungs should be drilled in the wall so that pipes can be pushed through?

**ACTION - TRAINING ON FLOOD
DEFENCES FOR ALL COMMITTEE**

30. MINUTES of the meeting held on 3 January 2023, having been previously circulated were formally approved as being a true record of the meeting and signed by Mr. Wignall.

31. **MATTERS ARISING**

- 31.1 Min 17.3 Archiving of documents. Due to illness and flooding of the Hall this work has still to be completed.

ACTION - ONGOING

- 31.2 Min 17.4 Installation of screen. The work that we had previously agreed to has been completed by the Players. However, we did not have full knowledge of the paper entitled 'Improvements to the Lavant Memorial Hall' (attached Appendix 2) that the Players were submitting to the Parish Council. Members of the committee felt we should have had sight of it before submission. It is hoped that the Parish Council will seek our opinion of the proposition.

- 31.2.1 The question arises as to whether the improvement of stage lighting would be a good value for money - it is doubtful that any other hirers of the hall would wish to use such a lighting scheme - and ownership of the equipment once installed.

- 31.2.2 It was agreed that a list of improvement priorities should be drawn up both medium and long term together with the financial aspect.

ACTION - MR WIGNALL

32. FINANCE

- 32.1 Monthly financial report - See Appendix 3 attached. Mr Mayne reported that a test transaction of £1 to the new Virgin Money account was successful. The bank balance is looking healthy as hirers pay in advance. Hire fees for the month of December were good, the quarterly FIT rebate and the proceeds of the Christmas Fayre were received. The cumulative income for this year is good, compared with last year when we were still recovering from the effects of Covid. Notes on Expenditure included payment of the Lottery Licence for two years - we were not charged last year. The last invoice to Smith Simmons regarding the changing rooms has now been paid together with two months cleaning services and three months expenses to our Caretaker.
- 32.2 Bank accounts. The necessary Terms and Conditions documentation required by Virgin Money has been noted and completed and it was agreed that Mr Doling would be added to the bank mandate.
- 32.2.1 It **was proposed and unanimously agreed** that Mr Doling be added as a signatory for all bank accounts held in Barclays and Virgin Money.

33. CHAIRMAN'S REPORT

- 33.1 Revenue - the current forecast for the year is £24700(£23800 plus loss of approximately £865 due to flooding that should be covered by Insurance)
- 33.2 Min 19.1.2 Hire of sports section. Nothing further to report at present. Mr Kent dealing with the hiring by Bosham Veterans.

ACTION - ONGOING

- 33.2.1 Mr Kent reported that the contract between Lavant Football Club and the Parish Council requires attention. The Parish Council has aspirations that the sports pitch will be hired by other users which would entail use of the changing rooms. Terms and Conditions will have to be drawn up and agreed with us.
- 33.3 Foodbank - fund raising event on 17 March 2023. Run by the Lavant Foodbank Support Group. It was unanimously agreed that in order to help this group they will be designated as a village organisation and will benefit from the 40% discount such organisations are given.

34. CARETAKER'S REPORT

- 34.1 Min 20.3 Chair trollies. The damaged trollies are awaiting collection - hopefully within the next day or so.

ACTION - ONGOING

- 34.2 Min 20.4 Cleaning. Mr Bleach reported that the cleaner is not keen on completing formal records, therefore it has been agreed to continue with current arrangements.
- 34.3 Min 20. Redecoration program. It is hoped to return to our three year redecoration program, therefore Mr Bleach has been in contact with three companies but to date no interest shown.

ACTION-ONGOING

- 34.4 Plumbing. A flexible pipe in the kitchen has been replaced and repairs undertaken to stop a leak.

- 34.5 Ceiling leaks. A leak has been detected at the end of the stage passage in the ceiling together with one in the toilet area. Both need attention.

ACTION - ONGOING

- 34.6 Mr Bleach reported that the recycling bin had not been emptied - it had been reported and was told it would be done but to date this has not happened.

- 34.7 Thanks were expressed to Mr Bleach for the extra work he had undertaken due to the disruption caused by the flood. It has caused a lot of time-consuming work dealing with the de-humidifiers/heaters to ensure that the Hall can be used by hirers without too much disruption.

- 34.8 Work in the sports section is now complete - a door closure and upgraded fan in the shower area has hopefully stopped the fire alarm from being triggered when the showers are used.

35. IMPROVEMENTS

- 35.1 Min 21.1 Glazing. A local company visited to inspect the glazing with a view to ensuring that all glass in the building meets current building regulations. Film can be put on non-safety glass to bring it up to standard. Luckily all the unmarked glass, apart from the front entrance door, was shown to be laminated. Twelve panes in the front entrance hall require attention - quotation cost to put film on these panes £160 + vat. A quotation was also given to replace the panes with safety glass came in at £969 + Vat.

- 35.1.1 It was proposed that we accept the quotation to put film on the glass - this was unanimously agreed.

ACTION - ACCEPT QUOTATION

- 35.2 Min 21.2 Energy efficiency.

ACTION - ONGOING

- 35.3 Min 21.3 Heating - see attached Appendix 4 Mr Wignall's interim report. The flood has disrupted the logging of data. This will be continued once the hall is back to normal. The question arises as to whether it is more economical to boost the heaters or to use supplementary heaters. It is important that we find a way to stop hirers from tampering with the heaters. If turned down it takes 24 hours to get them back to temperature.

ACTION - ONGOING

- 35.4 The gutters along the Green Room need some repairs and attention.

ACTION - ONGOING

- 35.5 The stud holes in the changing room door to be repaired. Mr Kent will contact the club involved with the damage.

36. HEALTH AND SAFETY

- 36.1 Min 22.2 Risk assessment. Date to be set.

ACTION - ONGOING

- 36.2 Min 22.3 PAT testing A date for the testing has been agreed. Work in hand.

ACTION - IN HAND

36.3 Min 22.4 Fire alarm testing. Completed on the 13 January 2023.

36.4 Parking. Concern was expressed regarding how badly people park - this was found to be particularly bad when the Auction was being held. Mr Bleach will have a word with the hirer.

ACTION - MR BLEACH

36.4.1 There are also safety worries regarding the crossing of the road when the pitch is being used, particularly when children/young people are involved. It was felt that this should be a matter for the Parish Council to take up with Highways.

37. EVENTS

37.1 Jumble Sale - successful event. Total raised £562. 45. Unsold items were collected and given to charity.

37.1.1 Jumble sale date for 2024 - Saturday 6 January 2024 Booking secretary to be advised

ACTION - SECRETARY

37.2 Christmas Fayre - Date for the fayre - Saturday 25 November 2023 - Booking secretary to be advised.

ACTION - SECRETARY

38. ANY OTHER BUSINESS

38.1 Electric charging points. This matter has been raised with the Parish Council and at that time they had no plans for installing points.

39. DATE OF NEXT MEETING

Tuesday 7 March 2023 at 6.30pm.

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

Signed: W R Wignall

Date: 7 March 2023

Appendix 1 Flood update

Appendix 2 Lighting improvements paper

Appendix 3 Financial report attached

Appendix 4 Heating report