

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

PRESENT Mrs S Ings Mr D Kent
 Mr J O'Brennan Ms M O'Grady
 Dr P Rivett Mr J Sharrod
 Mrs E Sheppard Mrs S Sims
 Mrs A Thomas Mrs L Tucker
 Mr R Wignall

IN ATTENDANCE

Mr A Bleach - Caretaker

40. APOLOGIES

Apologies were tendered by Mr R Mayne

41. Proposal for Stage Lighting Improvements . Mr O'Brennan spoke to the meeting about the antiquated lighting and sound system that the Players use for their productions. They would like to replace the current system but need to find a 'package' taking into account cost and suitability. The possible cost could be in the region of £25-30000. Funding would have to be obtained, through donations, grants, events and sponsorship.

The question arose as to ownership if this proposal went ahead. Does it all belong to the Players, or is it a generous donation to the Hall and then become part and parcel of fixture and fittings for insurance purposes. If the Players are willing to it becoming hall equipment, then it will be available to other hirers of the hall.

- 41.1 Mr Ryder, on behalf of Lavant Players, had put the proposal to the Parish Council (in the hopes of procuring funds) before fully informing the Hall Committee. Mr Ryder also felt that there would be many hall users wishing to use the equipment - we know of only one instance when enquiries were made regarding lighting and sound.

- 41.2 A member of the Hall committee questioned as to why the Players were thinking of investing in such a project when funds had always been short. It was pointed out that there are several associations that support Amateur Dramatics and applications would be made to them to help with funding.

- 41.3 Mr Ryder will be invited along to the next meeting to speak on what is envisaged so that the committee will have a better picture of what is involved before taking any decision.

ACTION - AGENDA NEXT MEETING

42. 200 CLUB

March draw which took place at The Friendly Club meeting on the 1 March.

Prize	Winner	Number	Prize
First	Mr Peter Whale	28	45.00
Second	Mr Mark Beardmore	62	19.00
Third	Mr Julian Todd	172	11.00

- 42.1 We currently have 150 members.

- 42.2 It was agreed that we would try to hold the draw at meetings of associations/clubs that use the Hall. In the past this has proved difficult to organise. It was agreed that the May draw would be held at the Short Mat Bowls evening on Thursday 4 May.

43. MINUTES of the meeting held on 7 February 2023, having been previously circulated were formally approved as being a true record of the meeting and signed by Mr. Wignall.

44. MATTERS ARISING

44.1 Min 29 Flood update. Mr Wignall reported that the Pavilion had been cleared out by the Cricket Club and had now dried out. The contractors took all the equipment out of the hall on the 16 February and we are now in a period in which to check of any defects caused by the flood.

44.1.1 An insurance claim will be compiled to include loss of income, the cost of replacement carpet in the Bleaches Room and include the additional electricity cost which was approximately £300. The insurance claim will be handled by Mr Mayne

ACTION - MR MAYNE

44.1.2 Bleaches Room. It was agreed that Mr Bleach would obtain some carpet samples, of appropriate type, and refer to committee members for a decision. Quotation to be obtained as soon as possible for insurance claim.

ACTION - MR BLEACH

44.1.3 The threshold in the foyer may be lifting - to be inspected and see if re-fitting it solves the problem.

ACTION - ONGOING

44.2 Min 31.1 Archiving of documents - ongoing. Dr Rivett and Mrs Sims to arrange a date to start going through the records.

ACTION - ONGOING

45. FINANCE

45.1 Monthly financial report - See Appendix 1 attached.

45.2 Accounts for year ended August 2022. One small amendment is required before the accounts can be signed off. An extra-ordinary meeting will be held on Tuesday 4 April to adopt the accounts.

ACTION - AGENDA NEXT MEETING

45.3 Mr Wignall reported that unfortunately Mr Doling is unable to take on the role of Treasurer. He has been advised to cut down on his work load and to that end feels that he cannot take on the role. He regrets having to let us down.

45.3.1 Mr Mayne had hoped to see us through the transition. It is a difficult position to fill therefore committee members were asked to think if they know of anyone and adverts will be placed on the hall website and in the Lavant News.

46. CHAIRMAN'S REPORT

46.1 Revenue and hirings. Mr Wignall reported that the revenue forecast is just short of the £25000,

the minimum amount we need to achieve to match revenue with expenditure.

- 46.2 How to increase revenue? Mr Wignall met with Mrs Thomas to discuss on how to address the issue and a meeting will be arranged with Mr Mike Bleach to discuss ideas. Mrs Thomas stated that when she came to the village she was not overly excited by what was going on in the village and hall. She felt there was a need to provide something for the younger age group. She suggests getting out a questionnaire to all residents asking them what activities/events they would like to see more of. This could go out in the Lavant News and on the website. Replies could be via online/website, email or hard copy. Results would then be collated. The committee would then have to consider when the hall would be available (work around regular hirings) and who would take on the role of organising whatever was needed.
- 46.2.1 Mrs Thomas to be given access to the booking system to obtain an idea of usage of the hall and liaise with the Booking Secretary when necessary.

ACTION - ONGOING

- 46.3 Min 33.2 Hire of sports section. A procedure for hiring of the sports section involving the Parish Council and ourselves still to be confirmed.
- 46.3.1 Mr Kent reported that the Bosham Veterans that have been using the changing rooms and the pitch wish to settle their account. It is envisaged that as a trial they will be invoiced monthly. Mr Kent will contact our Booking Secretary to discuss the process.
- 46.3.2 Mr Kent to meet with Mr Aldridge and Mrs Reynolds, Parish Councillors, to discuss the use of the changing rooms and explain the running of the Football Club and

ACTION - MR KENT

- 46.3 Car Park. The work to complete the car park and undertake road works is due to take place, with the road closure order for the period 20 - 31 March. Mr Wignall will be meeting with the contracts manager, Mr Alan Kemp, together with Mrs Tucker, and other interested parties, on the 9 March at 1.30pm. to learn what work is due to be carried out.
- 46.3.1 Appendix 2 attached. The Parish Council wish to install an old phone box (previously in Lower Road and now restored) at the entrance to the car park. The box was purchased by the Parish Council for £1 and originally was to be situated at the bottom of Chalk Pit Lane. Planning permission was withdrawn and the new site is now to be adjacent to the car park. It is going to be used as an information point.
- 46.3.2 Lighting of the car park was again raised. The Parish Council is not seeking to install lights but to adhere to the 'Dark skies policy'.

47. CARETAKER'S REPORT

- 47.1 Min 34.1 Chair trollies. The new ones have been returned and Mr Bleach has managed to repair the old ones with new sets of wheels.
- 47.2 Min 34.3 Redecoration. On hold due to the flooding of the Hall.
- 47.3 The table in the Bleaches Room has had to have the legs repaired. Care must be taken when moving the table.
- 47.4 Storage behind the curtain in the Green Room. The Players now have a specific area in the back corner for storage of their equipment
- 47.5 Flood pumps. It was agreed that the best way to pump the water out of the hall was to drill holes in the cavity wall for the pipes to go through. This was considered the best option - making holes in the PVC doors could cause more damage and just having the pipes going through

open windows would be a security risk. A sketch to be drawn up of proposed work - and then equipment hired to undertake the work.

ACTION - ONGOING

- 47.6 Gutters - repair and clearing. Will be undertaken when the weather improves.

ACTION - INHAND

- 47.7 Stud holes in door. Mr Bleach to fill.

ACTION - MR BLEACH

- 47.8 Car parking during the Auction Sales. Mr Bleach has spoken to the hall hirer who has spoken to those attending but expressed the difficulty in getting them to actually be respectful of other car park users.

- 47.9 Key to Pavilion. Could a further key be placed in the sports section in addition to the one in the Bleaches Room? Agreed to get another key cut if Mr Bleach does not have a spare.

ACTION - INHAND

- 47.10 Microphone stand. A new stand to be purchased.

ACTION - MR BLEACH

- 47.11 Cleaning after Saturday night parties. Mr Bleach expressed concern regarding cleaning of the hall on Sunday following party hiring on a Saturday. There are occasions when the hall is left in a bad and dirty way and he then has to spend many hours cleaning before Sunday hirings. Ideally, we require an 'ad-hoc' cleaner willing to be called in at short notice, but this is not a simple situation.

- 47.11.1 A point was made that as we are aware of the number of parties to be held in the hall well in advance, would it not be possible to find a cleaner to cover those dates?

48. IMPROVEMENTS

- 48.1 Min 35.1 Glazing. The filming has been put onto the windows and work completed. Invoice to be paid. Stickers to prove they are now 'safety glass' will be added imminently.

- 48.2 Sports section. The retention period expires on the 16 March and the final payment will be released. The Parish Council has taken advice, and unfortunately VAT could not be reclaimed on any contribution we were to make to the costs. The Council has very kindly, and generously, agreed to pay the whole amount. A letter from the Parish Council Chairman will be added to our accounts.

(Post meeting note: A Parish Council minute will confirm the position rather than a letter).

- 48.3 Min 35.2/3 Energy efficiency and heating. Mr Wignall reported that he had a contact who had put him in touch with a company specialising in renewable energy who can provide advice on energy efficiency and how best to get maximum benefit from energy produced by our solar pv installation. Our heaters are undersized for the building and when weather is cold the hall feels cold but the majority of users feel the hall is warm enough in normal weather conditions.

- 48.3.1 Matters to be considered:

How much energy do we actually use?

How much energy is generated by the solar panels and what proportions are used by us and exported? (FIT payments are based on a "deemed" export of 50% not a measured value)

Do we use all the energy from the solar panels?

- 48.3.2 It is suggested that the company use monitoring equipment to run tests and they will then advise us on what action to take. We understand that this will be of no cost to ourselves.

ACTION - ONGOING

- 48.4 Pavilion. Following the flood some remedial work is required - mainly decorative. A suggestion to be made to the Cricket Club that we would provide the materials if they undertook the work.

ACTION - ONGOING

- 48.5 Corridor lights. All the lights have been replaced by George Kirk, electrician. He also carried out some investigative work on the heaters.

- 48.6 Dripping tap in ladies toilet, stage end. The instant heating tap is now obsolete and although a cheap replacement could be purchased there are some queries as to its safety. Mr Squires, plumber, had provided an estimate for work to replace the tap and undertake the necessary work at a substantial cost. A second opinion is being obtained. As there is no direct replacement for the tap and severe space and services constraints it was agreed that we may have no option other than to accept the cost and get the work undertaken.

ACTION - ONGOING

49. HEALTH AND SAFETY

- 49.1 Min 36.1 Risk Assessment including flood risk - date for assessment to be arranged.

ACTION - ONGOING

- 49.2 Min 36.2 PAT testing - Completed

- 49.3 Min 36.4 Parking. See Min 47.8

- 49.4 Fixed wire test - due to be completed in the summer

ACTION - ONHOLD

- 49.5 Fire alarm. This was set off by a smoke machine at a party. The Terms and Conditions now clearly state that smoke machines are not to be used. A reminder of this is given when key instructions are issued.

50. ANY OTHER BUSINESS

- 50.1 Coronation. It appears that the Parish Council will not be organising an event. Perhaps Street parties can be organised.

51. DATE OF NEXT MEETING

Tuesday 4 April 2023 at 6.30pm.

There being no further business the meeting closed at 8.02pm.

Signed: W R Wignall

Date: 4 April 2023

Appendix 1 Min45.1 Finance report

Appendix 2 Min 46.3.1 Phone box proposal