

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 4 APRIL 2023 AT 6.30PM.

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

IN ATTENDANCE

Mr A Bleach - Caretaker

Mr Richard Ryder - Lavant Players for agenda item number 53.

Mrs Caroline Steward

52. APOLOGIES

There were no apologies

53. Proposal for Stage Lighting Improvements.

53.1 Mr Ryder, representing Lavant Plyers, had been invited to the meeting to inform the meeting regarding their proposal for a new stage lighting system. See Appendix 1

He advised that the current system no longer meets regulations and takes an extraordinary amount of time to set up. New lights would meet current day regulations and be more efficient. A large screen has been installed at the back of the stage, with the intention of purchasing a short throw projector to use with it. The audio system could be extended with speakers in the Bleaches Room and the changing rooms. He felt that other hirers would be interested in using the equipment.

53.1.1 Funding. Mr Ryder had approached the Parish Council regarding funding for this project. It is anticipated that the cost of this proposal would be in the region of £25000-£30000. Concern was expressed as to how this was to be funded as the Players had never in the past been in the position to fund such a project. It is hoped to be able to obtain grants through various channels, e.g., grant giving bodies particularly those interested in theatrical work and local organisations.

53.1.2 If we as a committee are asked to contribute to the cost we will need to consider what our needs/plans are and the future use of the Hall before making a decision. Some felt that it would help the hall with hirings and that if the Players can get grants to cover the expenditure then we should approve the proposal.

53.1.3 We were advised that it is anticipated the equipment will become the property of the hall - an asset to us. Insurance would be required at a cost. The question was asked as to maintenance and lifetime of the equipment - the projector has a lifetime of 20000 hours. Equipment does deteriorate when not used. Maintenance costs could be covered by charging hirers for use of the equipment.

53.1.4 Mr Ryder was thanked for attending the meeting to advise us of the proposals. He left the meeting at 7.15pm.

53.1.5 It was agreed that the committee would consider the matter and decide what facts/details we require from the Players before making a final decision. Questions/comments to be made to the secretary

ACTION - ONGOING

54. 200 CLUB

Results of the April draw.

Prize	Winner	Number	Prize
First	Mrs Margaret Rhodes	122	44.00
Second	Mr and Mrs G Roberts	194	19.00
Third	Ms Jane Morel	141	11.00

54.1 We currently have 147 members - a loss of three. One renewal due this month.

55. MINUTES of the meeting held on 7 March 2023, having been previously circulated were formally approved as being a true record of the meeting, after an amendment to minute 46.3.1, and signed by Mr. Wignall.

56. MATTERS ARISING

56.1 Min 44.2 Dr Rivett and Mrs Sims met and looked through the documents in the files. It was agreed that once we have established exactly what we hold enquiries will be made with the Records Office as to what they will hold and we will then decide as to whether we keep the records (in a fire proof cupboard) or we pass them on to the Record office for safe keeping.

ACTION - ONGOING

56.2 Min 47.9 Key to the pavilion - now held in the correct place.

56.3 Min 44.1 Flood claim update. The question arose as to whether we request the foyer flooring be replaced - it appears to sound hollow in places where it has come unstuck. It was felt that we couldn't claim if it was a question of it not being laid properly and not caused by the flood. The area in question is where the inner doors are and is not a hazard. Some members felt that we shouldn't put in a claim if it was likely to be challenged - others felt that we should include it in the claim. The claim will include extra electricity costs for running the dehumidifiers of approx. £500 together with a claim for the loss of income £850.

56.3.1 It was agreed that a quotation for replacing the vinyl in the foyer would be obtained.

ACTION - QUOTATION TO BE OBTAINED

56.3.2 The dehumidifier in the corner of the Green room is gradually drying the area.

56.3.3 Instructions in time of flood. These will be placed with the pumps. In the summer training will be given to committee members to ensure that everyone knows what action to take and where the equipment is kept stored.

ACTION - TRAINING ON FLOOD

PREVENTION

56.4 Min 46.2 Questionnaire - nothing to report at present

ACTION - ONGOING

57. FINANCE

57.1 Monthly financial report - See Appendix 2 attached. Mr Mayne stated that at present we are in a healthy position. Electricity costs will be higher due to the impact of the flood,

57.2 Treasurer. We are still seeking someone to take on the role of Treasurer, Mrs Steward has expressed an interest and she will meet with Mr Mayne to discuss what is required and will then make a decision as to whether she is able to take it on.

ACTION - ONGOING

57.3 The projected income for the year including the loss of income claim of £850 is £25000.

58. CHAIRMAN'S REPORT

58.1 Min 46.3.2 Changing rooms/sports section. Terms are still to be decided by the Parish Council in conjunction with the Football Club. An invoice has been issued to the Club that has hired the changing rooms.

ACTION - ONGOING

58.2 Heating report. Appendix 3 Most hirers appear happy with the current set temperature 18° but there are hirings when a higher temperature is required, eg Life class, and a boost is needed. Our heaters are 'smart heaters' which means that if a boost to the heating is given the heaters adjust themselves. The question arises do we allow hirers to change the heaters? It was agreed that the Caretaker should be the only person to change the heaters if required and/or provide supplementary heating if necessary.

58.3 Min 46.3.1 Car park/old phone box. Work on the car park is now complete. The base has been laid for the installation of the old phone box

58.4 Parish Council Notice board. Mr Wignall met with Mr Aldridge, Parish Councillor, to agree position for the new Council notice board. It is made of oak and half the size of the one currently in use. It was agreed that it be placed on the wall where the door folds back - a longer hook to be fixed to the door to avoid it crashing back against it. The original one to remain for community notices.

58.4.1 Parish Council to arrange fixing.

59. CARETAKER'S REPORT

59.1 Min 47.5 Flood pumps/pipes. Holes through the wall for the flood pipes still to be drilled. Mr Kent and Mr Wignall will undertake the work in due course.

ACTION - MR WIGNALL/MR KENT

59.2 Min 47.10 Mic stand Mr Bleach has replaced the stand - cost approx. £11

59.3 The speaker in the Green room is not repairable - Stage services quote £150 for a replacement.

60. IMPROVEMENTS

60.1 Min 48.3 Energy efficiency and heating. Monitoring equipment is to be fitted in order to ascertain how much energy is generated and our usage.

ACTION - ONGOING

60.2 Sports section - the final invoice to Nutbourne Construction has now been settled.

60.3 Min 48.1 Glazing. The glazing that has been filmed is now all marked as being 'safety glass'.

60.4 Bleaches Room. Carpet tiles have been chosen and ordered. The committee agreed that redecoration of the room was required. Mr Bleach obtained two quotations, no difference in the scope of their quotes, both using reputable paint. Walls to be painted a pale grey with

white ceiling and woodwork, with skirting boards a dark grey. The committee approved the quotation from. Shaf Interiors. Mr Bleach to action work.

ACTION - MR BLEACH

- 60.4.1 Electrical gear/switchgear etc. This should not be in the room but in the C/T's cupboard. The aim is to get this moved.
- 60.4.2 Large Tapestry in the room. It was agreed that this be removed from the room and re-hung in the Hall so that it can be seen by all users of the Hall. This would free up space for installation of a white board for use by hirers.

ACTION - ONGOING

- 60.5 Min 48.6 Tap in ladies toilet, stage end. A second quotation confirmed the fact that the tap is now discontinued and only a cheap import is available. It was agreed that the action Mr Squires had advised - replace the tap and install a separate water heater - was the best option to take at a cost of £700 plus. Members agreed to accept the quotation from Mr Squires. Mr Bleach is to action the work with Mr Squires.

ACTION - MR BLEACH

- 60.6 Redecoration. A leak in the Pavilion roof has been detected and fixed. Mr Wignall together with Mr Portsmouth from the Cricket Club will make a decision as to what re-decoration is needed after the flood,
- 60.6.1 It was agreed that we re-instate the three year rolling programme of redecoration. It was agreed to start in the Main Hall, hopefully in late summer /autumn. Mr Bleach to get quotes for the work.

ACTION - MR BLEACH

61. HEALTH AND SAFETY

- 61.1 Nothing to report.

62. ANY OTHER BUSINESS

- 62.1 There was no further business

63. DATE OF NEXT MEETING

Tuesday 2 May 2023 at 6.30pm.

There being no further business the meeting closed at 8.25pm.

Signed: W R Wignall

Date: 2 June 2023

- Appendix 1 Stage lighting
- Appendix 2 Monthly Finance report
- Appendix 3 Heating