

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
BLEACHES ROOM, LAVANT MEMORIAL HALL ON TUESDAY 2 MAY 2023 AT 6.30PM.

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

IN ATTENDANCE

Mr A Bleach - Caretaker
Miss Jess Riseborough

64. APOLOGIES

Apologies were tendered by Ms M O'Grady, Dr P Rivett and Mrs A Thomas

65. 200 CLUB

Results of the monthly draw.

Prize	Winner	Number	Prize
First	Mrs B Baldwin	153	44.00
Second	Mr and Mrs P Doust	32	19.00
Third	Mr J Todd	173	11.00

65.1 We currently have 147 members. Ten renewals due on the 1 June. Lottery return for the month completed.

66. MINUTES of the meeting held on 4 April 2023, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

67. MATTERS ARISING

67.1 Min 53.1 Stage lighting improvements. The chairman, Mr Wignall summarised the matter to date. Projected cost being in the region of £25-30000. He hoped that we would support the project and sensed that generally we were in favour as long as we didn't 'pick up the bill'. Funding will need to be raised by Lavant Players through grants and other outside agencies. It would be a great deal easier for them if they had a venue of their own. It was thought that perhaps we could make a modest donation towards the cost, firstly be sure that the project was value for money and secondly that we would want to be involved in the governance/project. It was suggested that perhaps we could make a contribution of £5000 or choose to make a donation of a percentage of the cost. We would need to see details of the costs involved before committing ourselves.

67.1.1 It was agreed in principle that we would make a modest contribution (funds will be ring fenced) towards the project providing we are involved with its governance.

67.1.2 Mr Wignall will contact Mr O'Brennan of Lavant Players.

ACTION - MR WIGNALL

67.2 Min 56.1 Archives

The records office will take minute and account books for safe keeping. One Minute book still to be located. It was agreed that Mr Wignall, Dr Rivett and Mrs Sims will go through the filing cabinet to sort out what papers should be kept and what needed to be destroyed.

ACTION - ONGOING

67.3 Min 56.4 Questionnaire - nothing to report

ACTION - ONGOING

68. FINANCE

68.1 Monthly financial report - Appendix 1 attached to the minutes. Mr Mayne reported that the Virgin 95-day notice deposit account is now open - balance being our Reserve of £25000. The Barclays account will be kept open for our day-to-day income and expenditure.

68.1.2 Mr Mayne suggested that perhaps a further £20000 be placed in the Virgin account, which would leave approximately £10000 as working funds. It was proposed by Mr Mayne, seconded by Mrs Sims and unanimously agreed to transfer £20000 to our Virgin account.

ACTION -MR MAYNE

68.1.3 Points noted from the monthly account were:

The FIT (Feed in Tariff) is a quarterly payment

The glazing expenditure was for marking the glass in the front door as safety glass.

Scottish Power has insisted that the direct debit is increased - this is probably because of the additional electricity costs caused by the flooding

Rates. As a village hall we get a rebate on the rates and this year a further discount. How the rates are calculated is unknown. A Rating Valuation letter has been received and it was agreed that the Chairman would contact the clerk to the Parish Council to enquire as to whether they deal with this or us.

ACTION - MR WIGNALL

68.2 Treasurer. Miss Jess Riseborough had been introduced to the meeting. She was attending the meeting as an observer with a view to taking on the position of treasurer.

68.3 Flood Claim. The carpet has now been laid in the Bleaches Room. A claim for losses due to the flood will total approximately £2000 - this will include the extra electricity costs, replacement carpet and loss of income during the hall closure.

68.3.1 Foyer floor. The estimate for replacing the flooring in the foyer from the inner doors to the hall entrance was £1548. It was thought that the flooring had not been laid too well in the first place which has caused the bubbling. This was not directly caused by the flood. Discussion took place as to whether this cost should be included in the claim, although we could only claim about a third of the cost. It was agreed that we did not wish to jeopardise the claim now or at any time in the future, therefore we would not be including this in the claim.

68.3.2 Mr Mayne will action the insurance claim on our behalf,

ACTION - MR MAYNE

68.3.3 It was unanimously agreed to get the foyer floor replaced with non-slip vinyl as per the estimate.

ACTION - ONGOING

69. CHAIRMAN'S REPORT

69.1 Min 58.1 Changing rooms/sports section. Terms of hire still be agreed with the Parish Council

ACTION - ONGOING

- 69.2 Mr Wignall reported that revenue for the year is estimated at £26000 including the insurance claim. The value of bookings in the system until end of August are on a continuing upward trend.
- 69.3 Car park. It was suggested that perhaps a bollard is required to stop cars parking in front of the entrance which blocks visibility for cars exiting the car park. The question as to whether parking over the road at the sports pitch was raised and discussed. Mrs Tucker agreed to take the matter up with the Parish Council.

ACTION - MRS TUCKER

70. CARETAKER'S REPORT

- 70.1 The Bleaches Room. The carpet invoice to be settled. Items to be attended to:
Both doors in the room need some adjusting now the carpet is down.
The curtain rail fixings to be taken off the wall.
Mr Bleach has kindly re-hung the Tapestry in the Main Hall - a whiteboard and a new clock to be purchased.
A key box has replaced the key hooks - a list of the keys is kept in the box
The post box needs some attention
A quotation to be obtained from Shaf the decorator for staining the committee table.
It was agreed that three photographs together with an A4 page of the Bleach family history could be hung in the room.

ACTION - ONGOING

- 70.2 Min 60.6 Re-decoration of the Main Hall. A rough indication of cost for re-decoration was £7000 and without staining the wood £3-4000. It was agreed that Mr Bleach would obtain three quotations before proceeding further. As to whether the stage is included in those figures is unknown. A paint colour has been chosen.

ACTION - MR BLEACH

- 70.2.1 Other items that would require attention include cleaning of the curtains and the need for new curtain tracks.
- 70.2.2 Mr Bleach pointed out the bad state of the chairs - he will try to paint the chair legs in the first instance and then a decision can be taken as to whether to continue with that or look at other alternatives.

ACTION - MR BLEACH

71. IMPROVEMENTS

- 71.1 Min 60.1 Energy efficiency and heating. Nothing further to report.
- 71.2 Min 60.5 Tap/ladies toilet. Mr Bleach had contacted another plumber who came up with a different solution and gave a quotation in the region of £200 plus the fitting cost. Mr Bleach then rang the company who supply the tap to find that they are now no longer manufactured. Mr Squires had quoted for a more technical solution given the confined space. Mr Bleach will pursue the matter and discuss with the plumber.

- 71.3 Min 60.6 Re-decoration of the Sports Pavilion. Nothing further to report.

ACTION - ONGOING

- 71.4 Stage Services have supplied and Mr Bleach has installed new speakers in the Green Room.

72. HEALTH AND SAFETY

- 72.1 Flood contingency plan - to be reviewed in the summer.

ACTION - ONGOING

72.2 Fixed wire test- to be completed. Mr Kent to action

ACTION - MR KENT

72.3 Defibrillator. Mr Bleach arranges checks on the equipment. This should be carried out monthly.

72.3.1 It was pointed out that annual training should be undertaken - possibly can be done online.

ACTION - MR KENT

72.4 Testing of Fire Alarm - being carried out regularly. Keep record in the box. The Fire Safety/evacuation plan requires dating.

Emergency lighting testing - to be carried out monthly and recorded.

Descaling of showerheads - being done regularly

ACTION - MR BLEACH

72.5 The Health and Safety policy is due for review.

ACTION - MR KENT

73. ANY OTHER BUSINESS

73.1 An email from Ms O'Grady was read out to update the committee of Fete matters.

73.2 Mr Wignall expressed his thanks to Mr Mayne who had very kindly been undertaking the role of Treasurer for the past four years plus an additional year whilst we were looking for a replacement. Mr Mayne has been an efficient and hard working treasurer and had ensured that any applicable grants, particularly during the pandemic were applied for. He will be missed and in appreciation a small leaving gift was presented to him with our good wishes for the future.

Date of next meeting

Tuesday 6 June 2023 at 6.30pm.

There being no further business the meeting closed at 8.20pm

Signed: W R Wignall

Date: 2 June 2023

Appendix 1 Monthly Finance report