

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 6 JUNE 2023 AT 6.30PM.

PRESENT Mrs S Ings Mr D Kent
 Dr P Rivett Mrs E Sheppard
 Mrs S Sims Mrs L Tucker
 Mr R Wignall

IN ATTENDANCE

Mr A Bleach - Caretaker

74. APOLOGIES

Apologies were tendered by Mr J O'Brennan , Mr J Sharrod and Miss J Riseborough

75. 200 CLUB

Results of the monthly draw.

Prize	Winner	Number	Prize
First	Mrs M Rhodes	55	44.00
Second	Mr P Johns	95	18.00
Third	Mrs B Baldwin	153	11.00

75.1 We currently have 146 members.

76. APPOINTMENT OF TREASURER

76.1 It was proposed by Mr Wignall, seconded by Mrs Ings and unanimously agreed that Miss Jessica Riseborough be appointed as Treasurer of the Hall Management Committee.

76.2 It was agreed that as Treasurer, Miss Riseborough, becomes a signatory on all bank accounts held at Barclays Bank and Virgin Money. The bank mandates give authority for two out of three signatories. Signatories being the Chairman, Treasurer and Secretary.

77. MINUTES of the meeting held on 2 May 2023, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

78. MATTERS ARISING

78.1 Min 67.1 Stage lighting improvements. Nothing further to report. Funding is being investigated by Lavant Players.

ACTION - ONGOING

78.2 Min 67.2 Archives - Date for sorting the papers to be arranged.

ACTION - SECRETARY

78.3 Min 67.3 Questionnaire - nothing to report. Mr Wignall will make enquiries with Mrs Thomas

ACTION - ONGOING

78.4 Min 68.3.1 Foyer floor. Finishing Touches have quoted the sum of £1548 inc Vat for replacing the foyer flooring. The committee unanimously agreed to accept the quotation. Mr Bleach to action the work.

ACTION - MR BLEACH

79. FINANCE.

79.1 The monthly report was not available for this meeting but reports for two months will be made at the next meeting.

79.2 Min 68.1.3 Rates. The Chairman has been in correspondence with Mr Aldridge, Chairman of the Parish Council, who has agreed to deal with the matter. A reminder has been received - there could be a fine if it is not dealt with.

79.3 Correspondence has been received from Castle Water regarding a change to the manner of billing. In the past we have paid by direct debit, adjusted periodically. However, we are now being switched to monthly in arrears, based on actual usage. The letter stated that we would be charged £544 at the end of May - this figure is more in line with annual usage. Meter readings have been relayed to them, but in the past they seem to have been very inefficient with their billing. We anticipate that our bill should be in the region of £250. It was agreed that the meter should be read regularly. Mr Wignall has been going through all correspondence from Castle Water and will challenge their estimate of £544.

ACTION - MR WIGNALL

80. HALL HIRE RATES 2023/24

80.1 See attached document - Appendix 1. Mr Wignall had prepared the document for discussion. It is important that we cover running costs - estimated income for the year being £26000. Our energy contract terminates in January 2024, we wish to continue with our rolling programme of re-decoration, we assume that we lose the rate relief after a year, inflation is an unknown quantity and the insurance premium has been quoted as flat but is likely to increase. This will give rise to a small deficit next year but will be more substantial the following year. Unless we take action now by increasing the rates, say by 5%, we may have to increase the hiring costs by 10% or more.

80.1.1 A discussion took place as to what increase in fees should be implemented in September. Items raised included questions as to whether hirers would worry about the rise if it were 10% and how many hirers would find this increase too much? Our rates are fairly low in comparison to other halls in the area. Do we worry too much about putting rates up? Dr Rivett suggested that we increase the rates by 7.5% Should we bring in hourly rates? Mr Bleach stated that that would be difficult to implement and was open to abuse.

80.1.2 It was proposed by Mrs Ings and seconded by Dr Rivett and unanimously agreed that we increase hire rates by 7.5% with effect from the 1 September 2023. If functions have already been booked for the coming year they will be charged at the old rate. Mr Wignall will produce the new rate deck and a vote will be taken at the next meeting in order to implement the rates in September.

ACTION - MR WIGNALL

81. CHAIRMAN'S REPORT

81.1 Flood claim. Mr Wignall reported that the insurance claim had been paid in full less the £100 excess by Ansvar. The Booking Secretary has been paid for her additional hours work.

81.1.1 However, he stated that having read the insurance renewal documents it appears that cover for storm and flood has been withdrawn. Mr Wignall had contacted the broker who stated that £12587 had been paid out on the current claim and that there had been a number of flood incidents. The increase in premium is 18% including loss of our 10% no claims discount for a year (assuming no further claims) The loss adjuster had congratulated us on our response to the flood, but this does not appear to have influenced the insurer. The broker will get back to us, but as Ansvar have broken the long-term agreement with us we are free to change companies. We can ask the broker to look to other providers. The committee were reminded that once flood defences are in place the hall has to close as all exits are barred.

81.1.2 Mrs Ings will seek advice from Strides

ACTION - ONGOING

81.2 Min 69.1 Changing rooms/sports section renting. Mr Wignall will write to the clerk of the Parish Council, with copies to Mr Kent and Mr Aldridge, as to what paper work she requires as we are holding the hire fee for use of the sports field by another team. The full rate has been paid for the eight games played, with £45 per game due to the Council and £14 to the Hall for use of the changing rooms.

81.3 Min 69.3 Car park. A number of issues has been raised with regard to the car park.

Marking of spaces

Inappropriate parking at the entrance

Possible flooding from run off from the fields and road

Lighting

Members of the Parish Council have met with Elivia, the developers, and have asked the sub-contractors to look at the line marking of spaces for disabled parking -old lines are still visible and cause confusion when parking.

Position of phone box currently being renovated at Goodwood will remain as proposed. It may cause problems with opening car doors parking in the first space but it has been decided not to change its position. Mr Wignall, Mrs Tucker and Mr Aldridge (P Council) will meet to chat about the issues.

81.4 It was reported that the Church has offered the Hall Committee a portable PA system that they no longer use.

81.5 AiRS are running training courses for Hall trustees. Mr Wignall will distribute the list of courses available - if anyone is interested the cost would be covered by the Committee.

82. CARETAKER'S REPORT

82.1 Humidifier - Mr Bleach checks this monthly.

82.2 The committee room doors have been adjusted and now shut properly and three pictures relating to the Bleach family hung. Mr Bleach has also left a copy of his book in the room for anyone to look at.

82.3 Black trays were left after a hiring in the Hall. If they are not claimed Mr Bleach will put them on the bric-a-brac stall at the Fete.

82.4 Min 70.2 Redecoration of the main hall. Mr Bleach has contacted five people requesting estimates for the work to be submitted by 8 June. Two quotes have been received from: Shaf Interiors who recently decorated the Bleaches Room and from Simon of SDL Building service, who advertises in the Lavant News and had good references from a couple of local residents known to committee members. He has stated that he will require the hall to himself whilst working.

Both quotations included an option for varnishing the wood panelling. The SDL quotation was substantially cheaper for the same scope of work, with or without the panelling.

82.4.1 Mr Bleach has checked the bookings and suggests the August bank holiday week for the work - bookings already made would have to be cancelled. He felt there were fairly minimal bookings that week but it was suggested that the previous week might be better. Our hire Terms and Conditions allow us to cancel bookings if necessary.

82.4.2 It was agreed to accept the quote from SDL, including the panelling, providing that he is able to do the work when we require. Mr Bleach to liaise with the booking secretary as to which week is best and once confirmed that work will take place she will cancel or re-arrange the existing bookings.

ACTION- MR BLEACH

82.4.3 The curtains need cleaning and the tracks need attention - possibly replacement.

ACTION - ONGOING

82.5 Chairs. Mr Bleach reported that the paint is difficult to match as it is a Hammerite finish. Perhaps another approach is required - new covers for instance

83. IMPROVEMENTS

83.1 Min 71.1 Energy efficiency and heating. Installation of a device that records our electricity usage to take place week commencing 12 June. Nothing further to report.

83.2 Min 71.2 Tap/ladies toilet. Tap replaced and invoice settled

84. HEALTH AND SAFETY

84.1 Policy review - ongoing

84.2 Flood contingency training - Date to be set for October. It was noted that the pumps are now kept in the cleaner's cupboard. Holes in the wall for the pump pipes to go through to be done.

84.3 Risk assessment. Mr Kent advised that he was unable to set a date for this due to other commitments. Mrs Tucker and Mr Wignall to go through the pro-forma.

84.4 Fixed wire test - Mr Kent to enquire as to who can undertake this.

ACTION - ALL ITEMS ONGOING

84.5 Defibrillator - It has been suggested that a short training session be held, and open to other clubs and associations. Secretary to contact Simon Taplin as to what evenings suit him best then check bookings and contact clubs.

ACTION - SECRETARY

85. ANY OTHER BUSINESS

85.1 A whiteboard and new clock to be purchased for the Bleaches Room.

ACTION - SECRETARY

85.2 Fete - someone is required to man the 200 Club at the Fete as Mr Sharrod is not available.
Members were asked to try to find someone.

86. Date of next meeting
Tuesday 4 July 2023 at 6.30pm.

There being no further business the meeting closed at 8.15pm

Signed: W R Wignall
Chairman

Date: 4th July 2023

Appendix 1 LMH - Hire Rates for 2023/24