

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

PRESENT      Mrs S Ings                      Mr D Kent  
                 Mrs M O'Grady              Miss J Riseborough  
                 Dr P Rivett                      Mrs E Sheppard  
                 Mrs S Sims                      Mrs L Tucker  
                 Mr R Wignall

IN ATTENDANCE

Mr A Bleach - Caretaker

Prior to the business of the meeting Mr M Sullivan attended the meeting to certify trustee's documents for presentation to the bank.

87.      APOLOGIES

Apologies were tendered by Mr J O'Brennan , Mr J Sharrod and Mrs A Thomas

88.      200 CLUB

Results of the monthly draw.

Prize	Winner	Number	Prize
First	Mrs Diane Kelly	39	44.00
Second	Mrs Jenny Quest	167	18.00
Third	Mr Peter Whale	29	11.00

88.1      We currently have 145 members. One new member registered today bringing the total to 146.

88.2      The July draw due in August will be undertaken at the meeting of the Friendly Club on the 2 August. Mrs Sims to attend

**ACTION - SECRETARY**

89.      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. with the amendment to minute 80.1.1.

It should read "Mrs Ings (not Dr Rivett) suggested that we increase the rates by 7.5% "

90.      MATTERS ARISING

90.1      Min 78.1 Stage lighting improvements. Nothing further to report - on hold until further notice.

90.2      Min 78.2 Archives - Mr Wignall, Dr Rivett and Mrs Sims to meet on the 14 July to go through the filing cabinet.

- 90.3 Min 78.3 Questionnaire - in abeyance. Mrs Thomas was to undertake this matter. However, Mr Wignall had to report that Mrs Thomas unable to continue for personal reasons. Her resignation is expected.

**ACTION - ONGOING**

- 90.4 Min 78.4 Foyer floor. The colour of the replacement flooring has been chosen; Mr Bleach will action the work.

**ACTION - MR BLEACH**

91. FINANCE.

- 91.1 The monthly reports for April and May were circulated. Appendix 1 and 2. It was noted that the invoice for the flooring of the Bleaches room had been settled.

- 91.2 Min 79.3 Castle Water charge. Mr Wignall reported that Castle Water had suffered from 'billing system' difficulties. There has been a change in that we will now be billed one month in arrears on actual readings, not those estimated. He has checked all our water usage readings and agrees that we are £200 in arrears and usage for the period Jan to June is approx. £250. Together this is more in line with the invoice for £544.75 received.

- 91.2.1 However, our consumption figures have been off for the past six months - double or treble the usual consumption figures. This raises the question as to whether we have an unknown leak. Because, in the past, readings have been consistent there have been times when the meter has not been read. It was agreed that the meter would be read regularly. Mr Bleach reported that the new drain cover is difficult and heavy to lift and will need help to do this - he will also purchase the necessary tools to help with this. Agreed to monitor the situation.

**ACTION - ONGOING**

92. HALL HIRE RATES 2023/24

- 92.1 Min 80.1 New hire rates. See attached document - Appendix 3. Mr Wignall had circulated the table of new hire fees to be implemented on the 1 September. The discount rates have been slightly 'tweaked' in order to round up the figures but overall the increase is 7.5%

- 92.1.1 It was proposed by Mrs Sheppard, seconded by Mrs Ings and unanimously agreed to approve all the new hire charges to come into effect from 1 September.

- 92.1.2 Mr Wignall has written to all regular hirers to advise them of the increase.

- 92.2 It was noted that the WI had gone into 'suspension' as they have been unable to get sufficient people on the committee. All funds will be held by the WI Federation: if they re-start within a given period the funds will be returned. However, their Craft Group wishes to continue to meet and have asked if their hire fee could still remain the same. A short discussion took place, but it was felt that as they are not now under the 'WI umbrella' they should be charged the same amount, £22.50, as other craft groups. It was pointed out that they are only a small group and perhaps shouldn't pay as much as the larger groups.

- 92.2.1 It was proposed that the charge to the Craft group be £22.50. A vote was taken with one abstention, one against and the majority in favour of the charge.

- 92.2.2 Mr Wignall with inform Barbara Garrett (former member of the WI) of the charge.

93. CHAIRMAN'S REPORT

- 93.1 Min 81.1.1 Insurance. Mr Wignall has been in contact with the insurance broker regarding our insurance and loss of flood cover. The premium has increased by 18% - 10% loss of no claims bonus + an increase in the rates. The risk data available shows that we are in a 'high risk flood area'. The brokers state that they would struggle to find insurance cover for us which includes flood. We have had two claims recently and the insurance company state that with climate change flooding might be more frequent.
- 93.1.1 'Self-insurance' may be the answer - we would need to ensure that we have £10000 in reserve to cover any costs that might be involved with flooding.
- 93.1.2 Mr Wignall will continue to make enquiries regarding flood insurance.

**ACTION - ONGOING**

- 93.2 Lavant Fete. This year's Fete was a great success with approx. £4500 to be distributed amongst village clubs and associations. A letter has been received inviting us to bid for funds towards a project we may have in mind. The committee were asked to think of ideas for the bid and to advise the secretary as soon as possible. Bids have to be in by the first week of August. Replacing the lighting with energy saving lighting was suggested together with the purchase of new chairs and/or curtains.
- 93.2.1 Bid to be made to the Fete Committee once we have agreed on what is needed.

**ACTION - SECRETARY**

- 93.4 Mr Wignall reported on a prospective hiring by an English Fine Wine Company. They would like to hold a wine-tasting session once a month together with some seafood tasters for about 20 people. They intend it to be monthly hire so that over the period of 12 months those attending will gain knowledge of the wines available. Mr Wignall enquired as to whether they had the necessary licence - they are applying for a personal licence.
- 93.4.1 Discussion took place as to whether we had the necessary licence to allow this hire to take place - is there a certain number of Temporary licences we are permitted to have?
- 93.4.2 The Chairman will make enquiries with CDC as to the number of temporary licences we are able to apply for per year.

**ACTION - CHAIRMAN  
ONGOING**

94. CARETAKER'S REPORT

- 94.1 Min 82.4 Re-decoration of Hall. The painter wants the hall shut down for the week to undertake the work - it has been agreed for this to be the week 28 August - 1 September plus the 4 and 5 September; the extra two days are for varnishing the wood panelling. Mr Bleach has kindly agreed to take down the curtains ready for cleaning.

**ACTION - MR BLEACH**

- 94.2 Mr Bleach reported that the tables on the small trolley should be stacked across the trolley with the strap going across the end. He has put a sign on the trolley to help hirers.
- 94.3 When the Inner Wheel hire the Hall can the Green Room be let out if required? It was agreed that it could with entrance being made along the corridor and the passage behind the stage.
- 94.3 We have been given some tablecloths for use. To be noted on the website they are available.

**ACTION - NOTE ON WEBSITE**

95. IMPROVEMENTS

95.1 Min 83.1 Energy efficiency and heating. Nothing to report.

**ACTION - ON HOLD**

96. HEALTH AND SAFETY

96.1 Min 84.4 Fixed wire test. Mr Kent has been unable to contact electrician. Mr Wignall will check on 'Basecamp' to see if others can an electrician.

96.2 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 completed..

96.3 Min 84.5 Defibrillator training. Secretary to arrange a date.

**ACTION - SECRETARY**

96.4 Fire Alarm system has been tested.

96.5 Risk assessment - Mr Wignall and Mrs Tucker to undertake.

**ACTION - ONGOING**

97. ANY OTHER BUSINESS

97.1 Christmas Fayre. Saturday 26 November 2 - 4pm. Hall Preparation in the morning.  
Secretary to prepare letters to go out in September.

98. Date of next meeting  
Tuesday 5 September 2023 at 6.30pm.

There being no further business the meeting closed at 8.15pm

Signed: W R Wignall

Date: 5<sup>th</sup> September 2023

Chairman

Appendix 1 and 2 Finance reports

Appendix 3 Hire rates