

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 5 September 2023 AT 6.30PM.

PRESENT Mr D Kent Mr J O'Brennan
 Miss J Riseborough Dr P Rivett
 Mr J Sharrod Mrs E Sheppard
 Mrs S Sims Mr R Wignall

IN ATTENDANCE

Mr A Bleach - Caretaker

99. APOLOGIES

Apologies were tendered by Mrs S Ings, Mrs L Tucker and Ms M O'Grady

It was noted that the resignation has been received from Mrs Alison Thomas.

100. 200 CLUB

Results of the monthly draw - held at the Friendly Club on 2 August

Prize	Winner	Number	Prize
First	Jane Morel	66	44.00
Second	Pat Davidson	78	18.00
Third	Tom Garland	47	11.00

Results of the monthly draw - held on 5 September

Prize	Winner	Number	Prize
First	Eric Baldwin	197	45.00
Second	Richard Sims	52	19.00
Third	Nick and Sue Mason	163	11.00

100.1 We currently have 149 members, with one renewal due this month.

100.2 October draw to take place at the Short Mat Bowls Club evening on the 5 October.

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

102. MATTERS ARISING

102.1 Min 90.2 Archives - Mr Wignall, Dr Rivett and Mrs Sims met on the 14 July to go through the filing cabinet and removed unnecessary papers for security shredding.

102.1.1 It was agreed that a small fireproof secure cabinet should be sourced in order to hold documents of note.

102.2 Foyer floor. The screed had been laid today with the vinyl covering being laid on Thursday 7 September.

- 102.3 Min 91.2.1 Water meter. The leak around the meter has been attended to by Cappagh the contractors. Portsmouth Water has indicated that they will reduce our meter readings to those prior to the leak and re-imburse us. Although the leak was on 'our side' of the meter they have accepted it as theirs. It was felt that we need evidence from the company that a refund will be processed. Mr Bleach kindly offered to contact them on our behalf.

ACTION - MR BLEACH

- 102.3.1 The contractor spoke to Mr Bleach and pointed out that it was the 'wrong type' of cover over the meter. It was agreed that as the car park is the responsibility of the Parish Council, Mr Wignall would speak to the chairman, Mr Aldridge, in the hopes that they would press the developer to replace the cover with the correct type.

ACTION - MR WIGNALL

- 102.4 Min 93.2.1 Bid for Fete monies. A bid for a donation from the proceeds of the Fete has been made. We requested help to fund energy efficient replacement lighting in the Hall. The Parish Council meets this month to approve requests and we hope they will look favourably on ours.

103. FINANCE.

- 103.1 See Appendix 1 The Treasurer circulated the monthly reports from April to July. The reports for April and May had been updated - hire income had been incorrectly stated as £356.90 when it should have been split between hire £332.90 and 200 Club £24. It was noted that our insurance claim had been met, £2064.43 received in June. This covered business interruption, additional admin and energy costs. The interest shown is from the Virgin account.

- 103.1.1 The question of electricity costs was raised. We are currently on a three-year fixed contract, at a good rate, which terminates in January 2024. Payment is made by direct debit. The Chairman has been trying to get advice from brokers as to whether we should again consider a fixed term contract or change supplier.

ACTION - MR WIGNALL

- 103.2 Bank update. The forms and documents requested by Barclays Bank were sent to their Leicester address early last month. The warning on our account has now been removed, therefore we presume that all the documents submitted were correct. The Treasurer now has access to our on-line banking.

104. CHAIRMAN'S REPORT

- 104.1 Bookings. Mr Wignall reported that the value of our bookings for the year was £26000. The projected figure for the coming year - September to August is in excess of £26000. It was noted that the actual amount received for the financial year has not been reconciled to the projected figure.

- 104.2 Min 81.1.1 Insurance. Mr Wignall has spoken to a further broker, as recommended by ACRE, regarding our insurance but they use the same underwriters as our existing insurer. He will continue making enquiries with other brokers, but as we are rated as high risk of flood on Environment agency maps it might prove difficult to get flood cover.

ACTION - ONGOING

- 104.3 Flooding in car park. Flood water which was lapping at the sports section door, occurred again after heavy rainfall, mainly caused by run-off from the road caused by blocked gullies. The matter was brought to the attention of Jeremy Hunt, our County Councillor, by the Parish Council, Mr Baldes of Lavant Volunteers, the Chairman and Mr Sims but no reply has been

- received. Photos of the flood were also sent at the time. It was agreed that a kerb of some description should be on the road edge to divert run-off from the road past the hall towards the river.
- 104.3.1 Regarding flooding in general it was agreed that it would help if the Environment Agency kept the river bed clear, although it was noted that the height of the water table does not help.
- 104.4 Mr Wignall has drilled holes in the wall of the *Green Room* to take the pump hoses if flooding occurs. Thanks were expressed to him for undertaking this work.
- 104.5 Min 93.4 Hiring/temporary licence. Wine tasting. See attached briefing note. The Chairman reported that we have accepted bookings for a period of 15 months and have mentioned the it on our website. Regarding licensing, CDC has confirmed that a TEN (Temporary Event Notice) is not required if a personal licence holder is present and supervising. Mr Bleach has met the hirer and is satisfied that he is a 'fit and proper' person to run these events. This will not affect our TEN's limit per annum. We have yet to have sight of the personal licence. There was a train of thought that perhaps we were encouraging drinking, but the hirer has stated that he will be sending out taxi details to those attending and encouraging people to prebook those or not drive. The *Green Room* has initially been booked 'to test the water' and if it proves to be successful the main hall will also be hired. Permission to advertise the event on the day was given.
- 104.6 Mr Bleach reported that he had had an enquiry for a Model Car Club to hire the main hall twice a month on a Friday. Nothing available at the present time. He wondered as to whether this club could use the main hall whilst the Wine tasting was going on. It was agreed to see how the wine tasting goes before considering a booking of the Hall on the same evening.
- 104.7 LPC Discussions. Mr Wignall met with Mr Aldridge, Chairman of the PC, and Mrs Tucker, Parish Councillor and Hall committee member for discussions.
- 104.7.1 Administration of the *Green* - see briefing paper attached. The Parish Council would like assistance with administration of the *Village Green*. The Council would still retain the granting of permission but we could help by adding it to our existing hall booking system. The booking secretary would be happy to do this providing she is reimbursed if there is an increase in workload. Apparently, the PC ask for a damage deposit for use of the *Green* together with a donation - some felt that there should be no charge/donation as the *Village Green* is an open public area. The committee would like the patio area outside the *Green Room* defined. It was agreed to work with the Council providing they continue to make all decisions about use of the *Green*.
- 104.7.2 Car park. It was acknowledged that there are problems with the car park, lighting and marking of bays being the main problems.
- 104.8 Safeguarding. As we do not have a written policy Mrs Ings is drafting a document to suit our needs. Discussion took place as it was pointed out that we are an unattended Hall and the obligation is on the hirer to ensure they have the necessary safeguards in place. What extent do we do due diligence? There is a difference between a group hiring the hall or a private hiring. Do we ask organisations for evidence of their safeguarding policy?

ACTION - ONGOING

- 104.9 Main Hall lighting. We currently have fluorescent tube lighting in the hall. We have the option of swapping the tubes, which still requires some re-wiring or replacing the light fittings. A quotation, indicated a possible cost between £1300 to replace the tubes (48) or £1600 to replace fittings.

An additional cost will be the hiring of a scaffold tower - £400.

In view of this a further quote is to be obtained by Mr Wignall. Agreed to ask for labour and fittings to be included in the quote. When quotations are available Mr Wignall and Mr Kent will consider which to recommend to the committee.

ACTION - ONGOING

- 104.9.1 Dimmer lights in the Main Hall - bulbs can be changed to LED bulbs.

105. CARETAKER'S REPORT

- 105.1 Mr Bleach reported that a group who had booked the hall until 6pm. actually stayed after that time, and they were also found to be in the Hall on the previous evening without booking it. It was agreed that we ask the booking secretary to make it clear that they must be clear by the time stated. If they don't like that then they are to be given the option to hire the evening in order to overrun.

- 105.2 Min 94.1 Re-decoration of Hall. Nearly completed. The decorator appears to be very thorough.

- 105.3 Mr Bleach has purchased new jugs for the kitchen - six have mysteriously disappeared. The fly trap in the kitchen has been re-fitted and a note made of the type of replacement element required. He has arranged to have the hall curtains steam cleaned and Mr Wignall has purchased new curtain tracks to be put up.

106. HEALTH AND SAFETY

- 106.1 Min 96.2 Flood contingency training. Mr Kent and Mr Bleach to decide on date and who to be involved - suggested all Committee members + other volunteers who would be able to turn out at short notice.

- 106.2 Min 96.3 Defibrillator training - ongoing. Before setting a date the secretary to enquire of Mr Taplin as to the maximum number of people to be invited to attend.

ACTION - MRS SIMS

- 106.3 Min 96.5 Risk Assessment. Mr Wignall and Mrs Tucker did a walk round. Mrs Tucker was concerned about egress of disabled persons through fire exits. Should we have ramps at all doors? This is not feasible - ramps could not be placed at the kitchen door or the stage door that opens onto the road. It was pointed out that wheelchair users are generally not alone and would be able to exit either through the main door or the Green Room doors.

- 106.3.1 Fire doors. Should our internal doors be fire doors? It was felt that as the hall had no compartments fire doors would not be required. It was agreed to establish what is required by law. Mr Kent will seek advice. Currently the onus is on hirers to evacuate the hall - see the terms and conditions.

The walkround was a good exercise - Mrs Tucker made notes for the records.

ACTION - ONGOING

- 106.4 The three yearly EICR (Electrical Installation condition report) has been completed. One item requiring immediate attention was in Shed 3 and this has been completed.

Mr Kent has reviewed the report and found nothing further requiring urgent attention. Small items such as replacing sockets and other items do require attention but are not urgent. Mr Wignall will get a quote for those matters requiring attention.

ACTION -ONGOING

107. CHRISTMAS FAYRE - Saturday 25 November 2 - 4pm. Letters to be sent out to various clubs, associations and individuals to ask if they wish to participate. The advert to be placed in the Lavant News by the 5 October - Mr and Mrs Wignall have kindly offered to action. Decoration of the Hall to be undertaken the week before, dependent on bookings. Mrs Wignall's offer to organise the coffee/tea etc. has been accepted. Posters to be displayed around the village.

108. ANY OTHER BUSINESS

108.1 Heating. This is usually switched on during the first week of October.

108.2 The Home Education group has been contacted regarding storage of their equipment - it has been suggested that they store it in boxes behind the stage. Reply awaited.

108.3 The company that provided our solar panels has asked if we could display an advertising panel for a period of six months in return for a free health check on our equipment. The committee agreed that we would not do this as it would set a precedent and our policy is that notices should only be put up outside on the actual day of an event/activity.

109. Date of next meeting
Tuesday 3 October 2023 at 6.30pm.

There being no further business the meeting closed at 8.20pm

Signed: W R Wignall

Date: 3 October 2023

Chairman

Appendix 1 Finance reports April to July