

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
LAVANT MEMORIAL HALL ON TUESDAY 3 October 2023 AT 6.30PM.

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

IN ATTENDANCE

Mr A Bleach - Caretaker

110. APOLOGIES

Apologies were tendered by Miss J Riseborough, Mr J O'Brennan and Ms M O'Grady

111. 200 CLUB

111.1 The monthly draw will take place at the meeting of the Short Mat Bowls Club on Thursday 5 October 2023. The results will be added to the minutes.

111.2 We currently have 149 members, with no renewals due this month.

112. MINUTES of the meeting held on 5 September 2023, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

113. MATTERS ARISING

113.1 Min 102.2 Foyer floor. Work has been completed and the invoice settled.

113.2 Min 102.3 Water meter. The drain cover over the meter has been replaced and with the new 'pair of lifters' purchased by Mr Bleach the cover is now easier to move to enable the meter to be read. Thanks are to be expressed to the Chairman of the Parish Council for his help with getting the cover replaced.

ACTION - MR WIGNALL

113.2.1 Enquiries to Portsmouth Water are to be made regarding the question of how much water we have been charged for and/or used. A refund has been received on how many cubic meters they think we have been overcharged for, but are there any more adjustments to be made and can we expect any further refund.? Mr Bleach will contact Portsmouth Water and make enquiries.

ACTION - MR BLEACH

Meter readings to be taken regularly - it appears that we seem to be back to the previous level of usage.

113.3 Min 102.4 Fete monies. We have received the sum of £250 from the distribution of Fete monies towards replacement of the lighting in the main hall.

114. FINANCE.

114.1 Monthly report. See Appendix 1. Mr Wignall reported on behalf of the Treasurer. Items noted: the £88 first prize expenditure for the 200 Club was due to the fact that two month's winners banked the cheques in the same month. The second prize was donated to our funds and shows as income and expenditure on the accounts. The invoice for the electrical

report was settled. He added that the yearly figures were looking good showing a possible successful year.

- 114.2 Bank update. Further action has been taken to try to satisfy the bank. It appears that Mr Mayne was still on the mandate as a signatory and it was also found that all the charity's trustees, some were named twice, were on the mandate. The Chairman has been in contact with the bank and clarified these and various other points. It is hoped that this will clear up the matter.
- 114.3 Min 103.1.1 Electricity. Advice is still being sought as to when it would be the best time to fix into a contract. It is anticipated that our charges could double when our current contract expires.

ACTION - ONGOING

- 114.4 Mrs Sims advised the meeting that the Charity Commission had changed their system so that the committee required a contact person to register an account. She advised that she had done this and in due course will give access to others on the committee who might/will need access. eg. the Chairman and Treasurer.

115. CHAIRMAN'S REPORT

- 115.1 Flooding in car park. Earlier this year we suffered from a flash flood in the car park resulting in water just lapping at the sports section door but by putting up the flood barriers in time it stopped too much water entering. Mr Wignall and the Chairman of the Parish Council, Mr Aldridge, made representation, including photos, to Mr Hunt our WS County Councillor that the cause of such flooding was run off from the road due to the gullies being blocked. WS has now emptied the gullies. However, unless the gullies are cleared regularly this problem will not go away. Mr Bleach will keep monitor the build-up of silt.
- 115.1.1 It was noted that both Mr Aldridge and Mr Hunt registered a problem with the new road layout - a speed bump across the access would divert the water away from the hall and car park.
- 115.2 Bookings. The Wine Tasting booking has now been cancelled - they are re-thinking their business model. However, they paid for the booking that was cancelled at the last minute.
- 115.2.1 Revenue from bookings has gone up - projected 27-28000 for the year,
- 115.2.2 There has been a request from a Petersfield group for a booking on a Sunday from 9 - 1pm for a prayer group to be held in the Bleaches Room. Discussion took place, points raised being we are under no obligation to take a booking, and would they be prepared for the fact that there could be other bookings in the hall, eg children's parties, that could be noisy. It was agreed to point out to them the exact situation that others users could be on the premises. It was agreed to give it a trial and reserve the right to cancel the booking if there are any problems.
- 115.3 Min 104.2 Insurance. Mr Wignall reported that he had tried about 14 insurance brokers and most had declined to offer flood cover. There is product called Floodflash which incorporates sensors on the outside of the property - we decide the trigger level of water outside, decide the amount of funds required to clear up after a flood and once the trigger has been activated the funds will be paid. We are designated as being in a high-risk flood area and suffer from a high-water level table as well as the chance of the river overtopping and flooding the Green and Hall. There appears to no answer to the problem - should we just ensure that we have sufficient reserves to cover water damage in the future?

ACTION - ONGOING

115.4 Safeguarding. Appendix 2 A draft policy has been drawn up by Mrs Ings together with input from Mr Wignall. We are required by the Charity Commission to have such a policy. The Hall is an unattended premises and by signing the hire agreement users commit to adhering to appropriate safeguarding measures and providing evidence if requested to do so (this is in line with ACRE/AIRS advice). The hirer is responsible for safeguarding of vulnerable persons in the building. Debate centred on the extent of "due diligence" we should carry out and in what circumstances we should ask to see evidence. Guidance would then need to be provided to the booking secretary. The policy will be published on the website. Discussion took place as to who would be our named person who will be contacted in the first instance and have responsibility for reporting any matter. Record keeping was another concern and the practicality of checking all hirers another.

115.4.1 It was agreed to adopt the draft policy in the first instance. Mrs Ings will contact ACRE for further advice before finalising the policy, particularly in relation to the extent of hirer checks we should undertake and whether we should be seeking assurance or verifying compliance,.

ACTION - MRS INGS

115.4.2 Thanks were expressed to Mrs Ings for her work on the policy

115.5 Min 104.9 Main hall lighting. See briefing note. Appendix 3 It was agreed to replace the lighting with LED lights. The quotation for the work from George Kirk in the sum of £1250 was accepted which includes a five year guarantee. Colour of lights - 'cool white'. Mr Wignall to contact Mr Kirk.

ACTION - MR WIGNALL

116. CARETAKER'S REPORT

116.1 Mr Bleach reported a damp patch in the Green Room and he will get a roofer in to look at the area involved.

ACTION - MR BLEACH

116.2 The Home Education people are not good at storing their items away despite being asked to do so. It was agreed that Mr Bleach would purchase some plastic containers, mark them the property of the Hall, and ask them to use for storage of their items. Containers to be returned to the Hall when no longer required.

ACTION - MR BLEACH

116.3 The window cleaner, Paul Mortimer, to be asked to clean the inside of the windows when he does the outside. Secretary to contact Mr Mortimer.

ACTION - SECRETARY

116.4 Mr Bleach reported that several smallish items had gone missing. It was felt that, regretfully, this was something we would have to tolerate given the amount of people using the hall. He added that one of our teaspoons had made the grand sum of £8 in the auction.

117. HEALTH AND SAFETY

117.1 Min 106.2 Defibrillator training. Still ongoing - trying to find a suitable date. Mr Taplin would like to be able to demonstrate the equipment as well as do a power point presentation. Regular hirers to be asked if they wish to attend.

ACTION - ONGOING

- 117.2 Min 106.3.1 Risk Assessment. Notes on the walk around inspection to come. Informal advice was sought and it was noted that as our building is not compartmentalised fire doors are not required. All exits are easy to get to and ramps could not be placed at all doors

ACTION - ONGOING

Mrs Tucker left the meeting at 8.10pm.

- 117.3 Min 106.4 EICR (Electrical Installation condition report) see briefing paper .Appendix 3 There are a few issues that need attention and a quotation for the work has been obtained at £1690 (TA Electrical Services Ltd.) Re-certification will be required in three years. It was agreed to accept the quotation and Mr Wignall will action the work.

ACTION - MR WIGNALL

- 117.4 Flood training. Mr Wignall, Mr Kent, Mr Bleach and Mr Sims to meet to go through what is required when a flood warning received.

- 117.5 Fire extinguisher service - Mr Bleach to arrange.

ACTION - MR BLEACH

- 117.6 Fire Risk assessment. To be undertaken by Mr Kent together with an additional competent person

ACTION - MR KENT

118. ANY OTHER BUSINESS

- 118.1 Christmas Fayre - arrangements in hand. Thanks expressed to Mr Wignall for producing the advert for the Lavant News.
Decoration of the Hall - date to be arranged.

- 118.2 Jumble Salae advert to be placed in the Lavant News by 5 November.

- 118.3 Quarterly deep clean of sports section. Mr Bleach to speak with the cleaner and arrange.

ACTION - MR BLEACH

119. Date of next meeting
Tuesday 7 November 2023 at 6.30pm.

There being no further business the meeting closed at 8.25pm

Signed: W R Wignall

Date: 7 November 2023

Chairman

- Appendix 1 Finance reports
Appendix 2 Draft Safeguarding policy
Appendix 3 Electrical works.

200 Club

Results of the draw completed on 5 October at the Short Mat Bowls Club evening.

Prize	Winner	Number	Prize
First	Mrs E Coles	169	45.00
Second	Mrs C Scott	24	19.00
Third	Mr and Mrs R Newman	11	11.00