

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
MAIN HALL, LAVANT MEMORIAL HALL ON TUESDAY 7 November 2023 AT 6.30PM.

PRESENT: Mr D Kent Dr P Rivett
Miss S Ings Mr J O'Brennan
Mr R Wignall Ms M O'Grady
Miss J Riseborough

IN ATTENDANCE

Mr. A Bleach - Caretaker

120. APOLOGIES: Mrs S Sims
Mrs E Shepherd
Mrs L Tucker
Mr J Sharrod - (resigned)

In the absence of Mrs Sims, Miss Ings and Ms O'Grady kindly agreed to take the minutes

121. 200 CLUB
Draw:
89 - Bill Proudfoot £45
104 - Myles Kerslake £19
90 - Annette Walker £11

122. MINUTES of the Meeting Held on 3 October 2023 were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall

123. MATTERS ARISING.

123.1 Thanks to Parish Council Chairman, Mr Aldridge, for getting the water meter cover changed.

123.2 Awaiting response on cubic metres leak allowance from water company regarding refund.

ACTION - MR WIGNALL

123.3 Electricity - still awaiting advice as to when to seek quotes for a new electricity contract (current deal expires at the end of January 2024).

ACTION - MR WIGNALL

124. FINANCE

124.1 The Treasurer's monthly report - see Appendix was reviewed and agreed.

- 124.2 The cumulative totals on the report are to be amended to reflect the hall financial year - September to August inclusive - these being the September accounts.
125. CHAIRMAN'S REPORT
- 125.1 Car park flooding is being monitored by Mr Bleach, Mr Kent and Mr Wignall following the earlier clearance of the road gullies by WSCC.
ACTION - ONGOING
- 125.2 Consensus of opinion that the new road layout has an impact on the flooding. WSCC councillor Mr Hunt has confirmed that WSCC will undertake further clearance work with the gullies, but the timescale is uncertain. Flooding responses and financial response/preventative actions to be discussed in a separate group.
ACTION - MR WIGNALL
- 125.3 Renewal of flood insurance is proving difficult as premiums are extremely high and unsustainable. Having looked at the details of Floodflash it was determined that it would not be practical for the Hall as outlined at our meeting last month. The Hall is in a high-risk flood area and we need to ensure we have sufficient reserves to cover future water damage. If deployed in a timely manner our Floodstop defences are effective in minimising flood damage, but require temporary hall closure.
- 125.4 Safeguarding; discussion of the proposed Safeguarding Policy brought up points from Dr Rivett around status of the Trustees in the light of any legal action taken by hirers against the Trustees. Mr Wignall responded by setting out the advice received from AiRS/ACRE, our insurers and relevant research highlighting that the onus was on the hirer to demonstrate that they had taken all required steps to protect their users as set out in Paragraph 17 of the Hall Hire Agreement and signed by them. Dr Rivett is going to get back to the Committee to outline any further questions.
ACTION - DR RIVETT
- 125.5 Mr Wignall feels it would be advisable to provide some context to the booking secretary and regular hirers before seeking assurance from hall users. This will make the point that we review our policies periodically and remind them that when potential users sign up to hire the Hall, they are confirming that they are aware of their safeguarding obligations and can demonstrate these are in place if requested.
ACTION - MR WIGNALL
- 125.6 Safeguarding Policy - It was agreed Mr Wignall would sign the document and place it on our website to ensure all new and existing hirers are aware of our conditions of hire.

ACTION - MR WIGNALL

125.7 Agreed Safeguarding training to be undertaken. Miss Ings, the newly designated committee member responsible for safeguarding matters, volunteered.

125.8 Sunday bookings - the booking secretary has requested some clarification on Sunday bookings as she is receiving an increase in enquiries for occasional bookings. Mr Wignall made an analysis of recent Sunday bookings. As there was no evidence suggesting private bookings were predominantly from Lavant residents did we think we should we accept regular bookings, or do we reserve some sessions for occasional hirers? Following discussion, the view taken by the Committee was that we should take the bookings. In addition, there are a small number of bookings from regular hirers that should be preserved either by blocking the sessions or reserving our right to require new hirers to make way. Mr Wignall will communicate these details to the booking secretary.

ACTION - MR WIGNALL

126. CARETAKER'S REPORT

126.1 Main Hall Lighting - work has been completed and working well - it was agreed that there was a great improvement and also will save money on the power used. The next room to be considered for improved overhead lighting is the Bleaches Room.

126.2 Cleaner - Mr Bleach was not happy with the standard of cleaning in the Green Room. Some individual items had not been not attended to and the occasional additional cleaning was getting lax. Mr Bleach has recently monitored the cleaner's working hours and it appears he is not working the hours expected. The feeling is that over a period of time his diligence has declined. Do we need to find someone else or adjust payment to match time spent at hall? Mr Bleach will continue to check, but the feeling is the cleaner is taking advantage and not completing work listed.

ACTION MR BLEACH & DR RIVETT

126.3 Mr Bleach reported that the arranged quarterly deep clean of sports section had taken place and would continue. The cleaner agreed to do this clean.

ACTION MR BLEACH

126.4 Damp/roof requiring repair. Our usual roofer is busy at the moment but had a look and had indicated a price of around £400, although a formal quote had not yet been received. This work to be done as soon as he can fit it in. It was decided to get the work done asap provided the quote was as expected.

ACTION MR BLEACH

- 126.5 Storage boxes offered to Home Education Group have been purchased, received and given to the group who are already using them and are very grateful.
- 126.6 Drain lids in car park discussed and solution found, but trip hazard may be an issue. Real issue is the road junction when flooding occurs. Mr Mick Bleach is kindly helping out with lifting drain lids in conjunction with Mr Kent and Mr Bleach. A replacement for the missing special tool for the clamping in place of the Floodstop barriers has been obtained, It was agreed that a discussion with Mr Aldridge on flood prevention strategy would be helpful.
- ACTION - MR WIGNALL**
- 126.7 The local WI have a storage issue for their equipment until they return to the Hall. Mr Bleach has agreed to find room for them.
- ACTION - Mr BLEACH**
- 126.8 Mr Bleach has requested and it was agreed that the window cleaner needs to clean the windows inside as well as outside.
- ACTION - MRS SIMS**
- 126.9 Fire extinguishers regular service - quote from new supplier to be finalised.
- ACTION - MR BLEACH**
127. HEALTH & SAFETY
- 127.1 Defibrillator Training - awaiting dates.
- ACTION - ONGONING**
- 127.2 Risk Assessment - Notes from the walk round by Mrs Tucker and Mr Wignall. need to be discussed and agreed with Mr Kent and the formal risk assessment document updated.
- ACTION - ONGOING**
- 127.3 EICR - All the recommended remedial work has been authorised and will be undertaken in November. A three-year certificate will then be granted.
- 127.4 Fire risk assessment to be arranged.
- ACTION - MR KENT**
128. EVENTS
- 128.1 Christmas Fayre - Mrs Sims has carried out all the preparatory work, but is indisposed and Mrs Wignall has kindly agreed to help out. Committee members agreed to distribute posters around the village e.g. Earl of March, Royal Oak, at seven bus stops and in West Lavant. Mr Bleach will deploy the usual banner

and road signs. Decoration of Hall afternoon of Tuesday 21 November under the direction of Mrs Shepherd.

Mr Bleach in charge of tables on 25 November in the morning with help from Mr Rivett.

Miss Riseborough will collect stall-holders' donations and any floats at the end of the event.

Ms O'Grady requested a table for the WI if possible.

- 128.2 Jumble Sale Saturday 7 January 2024 - advert submitted for December Lavant News. - Mr Bleach undertook to organise helpers and someone to collect unsold jumble.

129. ANY OTHER BUSINESS

- 129.1 Lavant Players are keen reduce set up times for shows, particularly for audio. They would like a shelf at the back of the stage for sound mike receivers and a rack-mounted base unit installed in the corridor behind the stage, near the existing patch panel. A signal cable would be run above the ceiling tiles to a socket near the Main Hall serving hatch to connect to a sound desk. The Players would also like to deploy portable enhanced speakers on stage during shows. None of this would interfere with existing Hall audio. Ideally these works would require some additional power points and a dedicated consumer unit. In future there could be scope for consolidation. The committee had no objection to the shelf and rack, subject to finding a space, or to the audio cable and socket. They did not wish to commission further expenditure on electrical works at present. This will be communicated to the Players

ACTION - MR WIGNALL

- 129.2 Ms O'Grady mentioned that she was due to attend the Fete Committee in a personal capacity and was also willing to represent the Hall if required. Her kind offer was accepted.

130. DATE OF NEXT MEETING

- 130.1 AGM Meeting Tuesday 5 December 2023 at 6 .30 pm followed by monthly meeting.

There being no further business the meeting closed at 8.45 pm

Signed: W R Wignall
Chairman

Date: 5 December 2023