

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD IN THE
BLEACHES ROOM, LAVANT MEMORIAL HALL ON TUESDAY 5 DECEMBER 2023 AT 6.50PM.

PRESENT Mr D Kent Ms 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

1. APOLOGIES

Apologies were tendered by Mr J O'Brennan and Mrs S Ings

2. 200 CLUB

2.1

Prize	Winner	Number	Prize
First	Lydia Randall	49	45.00
Second	Barbara Baldwin	152	19.00
Third	M. Hellings	81	11.00

2.2 We currently have 150 members, January renewals are being sent out.

3. MINUTES of the meeting held on 7 November 2023, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

4. MATTERS ARISING

4.1 The Sunday bookings are going ahead. WI storage has been sorted out, and the inside of the windows will be cleaned each time the outsides are done.

4.2 Min 123.2 Water. Portsmouth Water has confirmed that the leak allowance is 119cubic meters. Castle Water. who do the invoicing, has confirmed that the water element of this has been refunded. Southern Water has still to advise re the sewerage/waste water element of this which is possibly £250. Castle Water has applied on our behalf to them for a refund and we should hear from Southern Water by 21 December.

ACTION - ONGOING

4.3 Min 123.3 Electricity. Our fixed term contract terminates in January. We had been informally advised by an industry source to take a fixed term contract possibly 1/2 years. We were offered 2 and 3 years deals with Opus and Scottish Power and the decision was taken, bearing in mind our usage, to go with Opus on a two-year deal with effect from 1 February 2024. Even getting this fixed rate deal the cost of energy is expected to rise and our costs could be as high as £7000 per annum.

4.3.1 Meter readings. As we are invoiced quarterly (March, June, September, December) on the 14th of each month meter readings to be taken and submitted as near as possible to that date.

ACTION - ONGOING

- 4.4 Min 129.1 Players request. As we have a very full agenda, it was agreed to discuss this matter at the end of the meeting if time allowed.
5. FINANCE.
- 5.1 Monthly report. See Appendix 1. A donation of £250 has been received from the Fete Committee. The invoice paid to TA Electrics was a 30% deposit for EICR work.
- 5.2 Virgin money account. The Treasurer is to be added as an authorised signatory to the account. Their records require amending and the following resolution was put to the committee.
- 5.2.1 Resolution:
The Amendments form be approved
The bank be requested and authorised to make the changes detailed in the Amendments form
Authorise the remaining officers, Chairman and Secretary, to sign the Amendment form on behalf of the Trustees
- 5.2.2 It was proposed by Mrs Sheppard, seconded by Mr Kent and unanimously agreed. The completed Amendment form, which confirms the resolution had been approved, to be forwarded to Virgin Money.

ACTION - ONGOING

6. CHAIRMAN'S REPORT

- 6.1 Min 15 Flood and flood insurance. Nothing further to report on insurance
- 6.1.1 The Chairman, Treasurer, Caretaker and Mr Kent to meet in January to discuss a flood strategy.
ACTION - MEETING IN JANUARY
- 6.1.2 The Chairman has discussed the flood matter with the Chairman of the Parish Council, Mr Aldridge, and the Council will take the lead with representation to West Sussex County Council/ and other agencies when required. For evidence of flooding in the car park please take photos and record the date. The Parish Council has made further representation to the Environment Agency. We await further works by WSCC on the road gullies. Discussion also took place regarding the possibility of raising the Stage Fire Door exit as we cannot board the door due to it being a fire exit. Repointing of the brick work at that end of the building is required.
ACTION - ONGOING
- 6.1.3 Mr Wignall reported that he had signed up for Flood Alert.
- 6.2 Min 125.4/5/6 Safeguarding. The Policy is now published on the Hall website and a letter advising regular users has been sent. Mrs Ings is undertaking a safeguarding course online. Enquiries are being made with those hirers with vulnerable people/children involved as to whether they have safeguarding procedures in place. We have not asked for a copy of their policies - we have asked for confirmation that they have read the relevant clause in our hire terms and conditions, whether they have a written policy and that DBS checks have been made where required by legislation.

7. CARETAKER'S REPORT

7.1 Min 126.2 Cleaning. Mr Bleach stated that he was still unhappy with the way we had dealt with the termination of the cleaning by TJB Services. He advised the meeting that he had written a personal letter to TJB informing them that he felt we had dealt with them very leniently. He added that he feels badly about the matter and felt there was a lack of support from the committee. The matter is now closed.

7.1.1. Mr Bleach, Dr Rivett and Mrs Sims will be involved with appointing new cleaners. Mr Bleach has contacted five companies – three of which have shown no interest. Two companies in talks with Mr Bleach. Green Clean, based in Havant, were very helpful but are finding it difficult to get cleaners in Chichester. It is hoped that they will give us a quote. The Gleam Team based at West Dean will provide a quotation but are unable to work before 8am. This can be worked around as long as they are complete before 9am. Sunday working when required by us also to be included in any contract. Both companies are VAT registered.

ACTION - ONGOING

7.1.2 The question arose as to whether the Charity Commission would require us, as a charity, to obtain at least three quotations for the work. Enquiries to be made.

ACTION - ONGOING

7.2 Min 126.4 Roof repairs. The work has been completed – cost £480.

7.3 Mr Bleach reported that the Players had moved the trolley at the back of the Hall containing the flood barriers. This is very inconvenient as they need to be easily accessible.

7.4 Min 126.9 Extinguisher service. We asked a reputable company, Churches Fire, to service the extinguishers. A quotation was received approximately £70 plus small parts. We have received an invoice in the sum of £670 which included replacement of four extinguishers, allegedly out of date together with other tasks which we felt were unnecessary. The small print on the contract implies we have a three-year service contract – unspecified cost – with one year's notice.

7.4.1 Mr Wignall has written to the company but as yet had no reply. We have disputed the invoice and they have subsequently sent us another quote in the sum of £547 for work allegedly required to comply with the regulations.

7.4.2 Mr Wignall and Mr Kent will work together in order to prepare our case regarding the disputed invoice.

7.4.3 It was noted that Mr Bleach had been advised that two extinguishers needed replacing – they did four. At no time was Mr Bleach to blame for this situation.

ACTION - ONGOING

8. HEALTH AND SAFETY

8.1 Min 127.2 Risk assessment. The notes from the assessment have been put into the format previously used – Mr Kent and Mrs Tucker to liaise to finalise. They can then be approved and signed off by the Chairman, Mr Wignall, and Mr Kent.

ACTION - ONGOING

8.2 Min 127.4 Fire risk assessment. Work ongoing by Mr Kent.

ACTION - ONGOING

9. EVENT

- 9.1. Christmas Fayre - feedback. Agreed to purchase new road signs for next year.

ACTION - ORDER SIGNS

The Fayre was enjoyed by those who attended - the sum of £426.25 being raised for Hall funds. Tea and cakes were successful. Stall holders - there were four tombola stalls, is there any way we can limit the amount of tombola's? It was felt very difficult to do as stall holders have the freedom to run whatever stalls they like and if we object to it, they would maybe not take part which defeats the object.

- 9.1.1 Thanks were expressed to all those who had helped with the decorations in the Hall and on the day.

- 9.1.2 Taking down the Christmas decorations. Friday 5 January before Jumble Sale preparation.

- 9.2 Jumble Sale - arrangements. Due to an error on the part of the editors of the Lavant News our advert did not go into the end of year publication. It has been agreed to advertise it in the church pewsheets and additional posters to be displayed around the village. It will also be advertised on the local facebook page.

ACTION - ONGOING

- 9.2.1. Unsold Jumble. No one has been found to take away the unsold jumble. We will therefore have to organise helpers to take items to the dump.

ACTION - ORGANISE HELPERS

10. ANY OTHER BUSINESS

- 10.1 It was felt that a presence on social media would be helpful for marketing the Hall and events. The Treasurer offered to put a proposal together in the New Year.

ACTION - TREASURER

- 10.2 The paint on the changing rooms corridor is peeling off and requires attention.

- 10.3 Min 4.4. above. Lavant Player proposal. The Players received a quotation for electrical work they would like to carry out from T A Electrical services in the sum of £1980. The group intend to apply for a 'Fast Track' grant to CDC to cover half. A request has been made to us to help fund some of the remaining cost. Discussion took place as to whether we would support them and although the improvements would be of benefit to the Hall primarily the benefits are to them.

- 10.3.1 It was agreed that we would donate the maximum of £500 with the proviso that they, as a group, also contribute their own funds.

**ACTION - ADVISE PLAYERS
ONGOING**

11. Tuesday 2 January 2024 at 6.30pm.

There being no further business the meeting closed at 8.40pm

Signed: W R Wignall

Date: 2 January 2024

Appendix 1 Finance reports