

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD
IN THE GREEN ROOM, LAVANT MEMORIAL HALL ON TUESDAY 5 OCTOBER 2021 AT 6.30PM.

PRESENT Mrs S Ings Ms M O'Grady
 Mr R Mayne Dr P Rivett
 Mr J Sharrod Mrs E Sheppard
 Mrs S Sims Mr R Wignall
 Mrs E Woodford

In attendance Mr H A Bleach - Caretaker

100. APOLOGIES

Apologies tendered by Mrs C Evison

101. 200 CLUB DRAW

101.1 The draw for October took place with the winners as below:

| Prize | Winner | Number | Prize |
|--------------|---------------|--------|-------|
| First Prize | Mrs J Quest | 167 | 41.00 |
| Second Prize | Mr J Slipper | 83 | 17.00 |
| Third Prize | Mrs B Elleker | 40 | 10.00 |

101.2 Number of subscribers: 136

101.3 Publicity. The chairman has emailed all regular users regarding the car park and the 200 Club. Mrs Evison has kindly worded a publicity poster to which the committee agreed with a small alteration to be made to some of the wording . Secretary to liaise with Mrs Evison.

ACTION - SECRETARY

Suggested that this publicity should be either a leaflet drop throughout the village or get flyers to be put into the Lavant News.

ACTION - ONGOING

101.4 Mr Bleach reminded the meeting that perhaps the draw could be done at the monthly meetings of local clubs. To enable this to happen we need a new set of numbers

ACTION - CHAIRMAN

102. MINUTES of the meeting held on 7 September 2021, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

103. MATTERS ARISING

103.1 Min 92.3 Publishing of meeting minutes. It was agreed to make the minutes accessible and they will be published on the website once they have been formally agreed and signed. Some issues are confidential and these will not be published and will be dealt with by confidential minutes.

103.2 Min 80.2 Plaque. Mrs Woodford reported that more details of the wording were required to enable an estimate for the plaque to be obtained. It was agreed to have a wooden plaque about the same size as the existing one in the Green Room. Mrs Woodford to obtain quote.

ACTION - MRS WOODFORD

103.3 Min 95.4 Defibrillator. Mr Wignall had contacted SE Coast Ambulance and received an automated reply. The equipment has been serviced but we wish to know as to who is responsible for its maintenance and service. The defibrillator is noted on the SECAM data base and we would like to know if it is going to be noted on the National Database.

Mr Bleach opens up the box to check that the equipment is still in place.

ACTION - ONGOING

103.4 Min 98.3 Car park closure. Mrs Ings reported on the site meeting, attended by Mr Wignall, with the ground works manager and project manager of the contractor. Once the contractors equipment is on site the area will be fenced off. Some of the car park will still be available including parking for the disabled and we understand that there will be no problem with opening up the hard standing for some parking inside the entrance to the new sports field.

Dates of major events to be held at the Hall will be advised, by Mr Wignall, to the contractor.

Mr Wignall will amend the note on the website regarding car parking

ACTION - MR WIGNALL

104. FINANCE

104.1 Treasurer's monthly report for August - see appendix 1 attached.

The Hall hire income figure includes the end of year collection of invoices. The expenditure includes a one off charge for cleaning of the chairs £390.

Our financial year which ends on the 31 August has been an unusual year - £20000 covid relating grants received which has helped us keep our heads above water. Hall hire amounted to £8000 and contains donations received in the sum of £4000. Generally, our income for the year was slightly up on the previous one. Expenditure was down on 2020, maintenance costs were high as work on the drains and electrics was undertaken. This year our only major cost was the installation of the fire alarm system. We end this year with a surplus and reasonably healthy accounts.

104.2 Gift Aid - The Treasurer to enquire as to whether Gift Aid can be claimed on donations.

ACTION - TREASURER

105. CHAIRMAN'S REMARKS - Moving forward. See Appendix 2 attached. Mr Wignall has prepared a list of the job roles needed to run the hall. It is hoped that this will help us on how we might move forward, from what happens now to what will happen in the future. Succession planning is key. Mr Bleach was reassured that he can remain as caretaker for as long as he wishes and is able to, but it is important that we think of the future and get new people involved.

106. HALL BOOKINGS

106.1 It is good to have regular hirers back using the hall and there are signs that other bookings e.g. one off bookings are picking up. We still have some way to go in order to cover operating costs.

106.2 Mr Wignall reported that our Booking Secretary and her family have had Covid. She is still working as much as she can for which we are very grateful. The committee wish her and the family a swift recovery.

107. CARETAKER'S REPORT

107.1 Min 95.2 Cleaning update. Mr Bleach reported that he is not happy with the cleaners, T & T Cleaning. On checking he found an invoice received was incorrect. On the 17 September cleaners did not turn up with no notification given to Mr Bleach. Upon enquiry he was told the cleaner was unwell and that they had forgotten send a replacement. He added that he is never sure as to whether they will turn up. This Monday there was no show but they turned up today. He added that they don't appear to see what needs doing. They come in on a Monday and Friday plus another day dependent on bookings. It seems that they would prefer to have definite days rather than when advised by Mr Bleach. They have admitted to Mr Bleach that they have problems with getting cleaners for weekend work

107.1.1 After a wedding party one Saturday the Hall was left in an unsatisfactory condition. Mr Bleach took it upon himself to clean which included sweeping and mopping the floors; a total of two hours work.

107.1.2 It appears that we have two choices - do we discuss the service they give and if they can't improve change to another cleaning company, or find someone who lives locally and is willing to take on the job and be paid through PAYE, or on a self-employed basis - we cannot pay for services in cash. If any of the committee know of someone willing to take it on, please contact Dr Rivett.

107.1.3 If we are unhappy with the present service not coming up to scratch then T & T would need a months notice if we wanted to end the contract. Dr Rivett said he could contact another company who had been very helpful pre-covid, were knowledgeable but a little more expensive.

107.1.4 Mr Bleach said that he was prepared to work with T & T to see if we can get an improvement in the service given.

107.1.5 Dr Rivett will contact the other company to see what cost it would be for their service,

ACTION - ONGOING

107.2 The question arose regarding deposits. We take a £160 damage deposit for parties (hirers get two invoices, one for damage deposit and one for the actual hiring) but not for weddings. It was agreed that in future a damage deposit would be taken for weddings. Advise booking secretary and add to T and C's.

ACTION - MR WIGNALL

107.3 Following on from the wedding a great deal of non- biodegradable confetti was left all over the patio and on the Green. Mr Blades, one of Lavant Volunteers spent an hour cleaning up - sweeping the patio and collecting up on the Green. It was agreed to make a donation of £50 to Lavant Volunteers in recognition of the work they do to help keep the area around the hall clean and gutters and roof clear.

ACTION - TREASURER

107.4 Mr Bleach requested that we purchase a new table trolley to take the extra tables we have obtained. The committee unanimously agreed to this purchase. **ACTION- MR BLEACH**

108. IMPROVEMENTS

108.1 Min 96.1. Survey update. Roofing contractors. Dr Rivett and Mr Wignall are to arrange a date to meet.

ACTION - ONGOING

Work on the ramp, by Lavant Volunteers, has started but shortage of materials to finish the work is delaying completion.

ACTION - ONGOING

108.2 Min 96.2 Refurb sports section - update. Mr Wignall has met with members of the Football and Cricket Clubs to discuss observations from the survey report. Their aspirations are modest but all agree to aim to do the maximum improvements. Future plans for the use of the sports facilities by outside bodies and mixed teams to be considered.

108.2.1 Mr Wignall has contacted Ben Smith, an architect, for advice on contractors. Dr Rivett has the name of a contractor who could be contacted.

108.2.2 Funding. Grant funding is still being investigated.

ACTION - ONGOING

109. HEALTH AND SAFETY

109.1 Min 97.1 Fire detection and alarm system installed. All documentation and certification of the system has been received from PA Systems. A check to see if maintenance is included in the contract to be made.

ACTION - ONGOING

109.1.2 The fire klaxon has been removed.

109.2 Min 97.4 Asbestos register. The survey was undertaken last week and no 'surprises' found. A sample has been taken for checking from a panel that was flagged in the report as possible asbestos. It is felt that we are relatively free of asbestos.

110. EVENTS

110.1 Christmas Fayre. 27 November 2 - 4pm. Letters have gone out to potential stall holders. Advert placed in the Lavant News. Posters to be completed.

ACTION - ONGOING

110.2 Jumble Sale. 8 January 2022. Helpers will be required - committee members to try to get helpers. Advert will have to go into L News by 5 November. Posters to be completed.

110.3 Protocols/procedures for Hall organised events. A meeting of the COVID group to meet to discuss what protocols and procedures we need to have in place for our events.

ACTION - ONGOING

111. ANY OTHER BUSINESS

111.1 Min 92.2 Meeting with Mr Mike Bleach. Mr Wignall met with Mr Bleach to hear what sort of event Mr Bleach had in mind for 2022. He intends to celebrate the centenary of his company and would like to link in with something we and/or the village may be doing. He envisaged the date for an event being Bank Holiday Monday in August. Events due to be held in the village next year include a Village Picnic on the Green to celebrate the Queen's Jubilee on Sunday 5th June and the village Fete on a Saturday in June. It was thought that perhaps the Bank Holiday event would be a good time to hold our exhibition to celebrate the Hall's Centenary year, 2021.

ACTION - ONGOING

112. DATE OF NEXT MEETING

Tuesday 2 November 2021 at 6.30pm. - to be held in the Green Room if not booked

Annual General Meeting - Tuesday 7 December 2021 at 6.30pm.

Secretary to contact Clubs/Assoc regarding representatives to sit on committee for 2022.

ACTION - SECRETARY

There being no further business the meeting closed at 8.30pm.

Signed: _____W R Wignall_____

Date: 2 November 2021

Attached to minutes:

Appendix 1

Treasurer's report

Appendix 2

Chairman's' remarks - moving forward document

