

**Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on
Wednesday 5th May, 2021 in the Doré Room**

Present: Lorna Goldsmith (In the Chair)
Rob Gerig (Treasurer)
Pat O'Shea (Secretary)
Tracey Slaughter

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> There were none.	
3.	<u>Minutes of the Meeting Held 31 March, 2021 via Zoom</u> The minutes, having been circulated previously, were taken as read and it was PROPOSED by Tracey Slaughter and SECONDED by Rob Gerig that they be accepted as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
3	Completed	
8.2	Completed.	
10.2	See Item 10.3 below	
11.4	Completed.	
11.7 & 11.1	Annual Report to Charity Commission – awaiting their response.	PO
5.2	Completed	
6.3	Email received re Village Day to be forwarded to the PTA.	TS
6.4	Completed	
7.1	Completed	
8.1	Date to be agreed for follow up investigative and remedial work when the weather improves.	RG
9.1	Task List – to be updated	RG
11.3	End of Event Check List and Handover List (editable version) to be sent to TS.	PO
11.5	AS ideas for the Village Hall – PO to respond.	PO
5.	<u>Financial Position</u>	
5.1	General Account £24,064.48	
	Improvement Account £ 1,184.33	
	Further grant of £8,000 received from HDC	
	All as at 31.4.2021	
5.2	Rob Gerig PROPOSED and Pat O'Shea SECONDED that £12,000 be transferred to The Hampshire Trust. CARRIED UNANIMOUSLY. Electricity charges will be going up significantly and Horsham DC will be	

HS

increasing their refuse collection charges and will soon be charging for the amount of refuse collected.

6. Bookings
- 6.1 Regular Users - everyone waiting on 17th May. FDDTC will resume indoors training on 18th May, HTM bookings (Barbara Bigg) will also resume soon after 17th.
- 6.2 One Off bookings - £813.55 booked so far. Request received for 22nd May but would require the use of the kitchen. Running Club booking on 12 June assuming Covid permits, Village Day now 11 September – need to check what arrangements were in the past re rent v donation. RG
7. Covid Status
Basically awaiting the next announcement. The Government may choose to remove all restrictions and leave it to organisations to impose their own. It was agreed that should the Government lift all restrictions we should not impose any of our own.
8. Hall Fabric
- 8.1 Roof – have received a quote for 1 day to lift up the edges of the gable windows to see if the leaks originate there and to fix, day rate is £1700.00. Need for contractor to accept that work undertaken is not restricted to the gables.
We do need to research other roofing contractors. Rob Gerig to send Pat O'Shea the list to make initial contact. RG/PO
- 8.2 Re-decoration of the lower areas of the hall externally was planned to be done by volunteers, need to get this organised within the next couple of months. RG
- 8.3 Contractor will be required to undertake the higher level outside work. RG
- 8.4 Half step and handrail in to the Doré Room – Rob Gerig to chase up the contractor. RG
- 8.5
9. Task List
Remove item from Agenda. PO
10. Review of Documents
- 10.1 Bank Mandate – still waiting to be taken into NatWest branch. RG
- 10.2 Budget 2021-22 – revised Budget circulated and reviewed.
- 10.3 Compliance - review any implications of Equality Act and check H&S website. LG
- 10.4 Business Risk – document submitted and reviewed. Pat O'Shea PROPOSED that the Business Risk V1 be adopted, SECONDED by Lorna Goldsmith – CARRIED UNANIMOUSLY.
- 10.5 Business Plan 2021-22 – includes a requirement to see how utility costs can be reduced in the future. Pat O'Shea to review how other village halls operate and make other investigations, Rob Gerig to send details of website that may be helpful. PO
RG
- 10.6 Need to appoint a Data Protection Officer. Data survey to be updated. RG

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11. Any Other Business
- 11.1 Waste Bins – users will no longer be able to put their own refuse in the bins they still need to separate recycled and non-recycled waste but leave in in the area designated.
- ~~11.2~~ We await the revised HDC charges but should also investigate other collection services.
- ~~11.3~~ We have switched from weekly collections to once a month to reduce costs.
- 11.2 Consideration to be given to holding a 're-opening' event in June.
12. Date of the Next Meeting
The next meeting will be held on Wednesday 2nd June at 2.30 pm in the Doré Room.

PO/s 08-05-2021

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2/6/21.