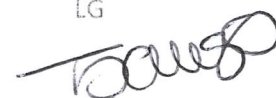


Minutes of the Meeting of the Board of Trustees of
Washington village Memorial Hall Held on Wednesday 4th August, 2021
at 2.30pm in the Doré Room

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

<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 on 7th July, 2021</u> The minutes had been circulated previously and were taken as read. It was PROPOSED by Tracey Slaughter and SECONDED by Helen Twine that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4. <u>Matters Arising</u>	
4.1 Completed	
4.2 Fire Drill - Agreed	
6.1 No response yet from the PC to email re band practice. Band starting in September	
8.3 Chanctonbury Room hand dryer does not need replacing just needed cleaning.	
8.4 Dates for exterior painting agreed.	
10.1 AGM – held.	
10.2 1 person volunteering to help – interest expressed in possibly holding Table Top Sale or Bring and Buy and Film Night.	TS
10.3 Airs Subscription – completed.	
10.4 Holiday cover cleaner – confirmed.	
5. <u>Financial Position</u>	
5.1 General Account: £14,000.53	
Improvement Account: £ 1,131.33	
Hampshire Trust: £22,106.62 all as at 31.7.21	
5.2 Electricity costs increase from 19 th August will now be approx 11% up.	
6. <u>Bookings</u>	
6.1 Regular Bookings – Band rehearsals starting in September, another martial arts group starting in September 3 hours Mon eves and 1 hour weds ^{Thurs} eves.	
6.2 Need to include some form of penalty for regular users who leave the hall in unsatisfactory condition. Warning to be given first with evidence of problem (eg photos). T's and C's will need amending.	RG
6.3 One Off Bookings – so far for this year only £886.03. Notices to be put on noticeboard promoting availability. TS to put messages on Face book sites saying WVMH open for business and email previous One Off bookers. LG to	RG /TS/ LG



- contact the school to include item in the school newsletter re availability for one off bookings. /PO
- Quote for Ad in Sussex Local to be obtained.
- 6.4 After event hall check. Helen Twine and Lorna Goldsmith offered to carry out after event hall checks. TS/LG/HT
- 6.5 Peak Rate – TS queried the need for the peak rate for one off bookings. It was PROPOSED BY Tracey Slaughter and SECONDED by Rob Gerig that the peak rate be suspended for a trial period to see what effect it had. CARRIED UNANIMOUSLY.
7. Covid 19 Status
None.
8. Hall Fabric
- 8.1 Annual gas inspection completed 3.8.21 – no issues.
- 8.2 Roof work – postponed due to weather, now scheduled for 2 weeks time.
- 8.3 Chanctonbury Room front door – lock replaced - £187.
- 8.4 Disabled Ramp - the current ramp cannot be used with the new front door and half step. Enquiries re alternative solutions to be made. ALL
- 8.5 Re-decoration – scheduled for 26 and or 27 August, 9 am start – RG to circulate details. RG
- 8.6 Fire alarm and emergency light inspection scheduled for August.
- 8.7 Replacement of green doors – original quote was £4K – needs to be updated but it was hoped to be able to do this next year. RG
9. Review of Documents
- 9.1 Budget – figures updated – revised updated costs £13,300 – Income £15,000 (Regulars), £2,500 (One Offs) – Total £17,500, Grants £10,000, Balance this year £15,167.
- 9.2 Statement of Accounts – no changes, it was PROPOSED by Helen Twine and SECONDED by Lorna Goldsmith that the Statement of Accounts be approved. CARRIED UNANIMOUSLY. Statement can now go to TM for audit.
- 9.3 H&S Policy, PROPOSED by Tracey Slaughter and SECONDED by Rob Gerig that the H&S Policy be approved and signed by the Chairperson. CARRIED UNANIMOUSLY.
- 9.4 Lone Working Policy – remove statement from 2.4. and suggested that wording be changed from personal email to read ‘the employee’. RG to check with SM to see if she would use a personal alarm. PO to check cost - this item to be held until this item is resolved.
- 9.5 Conflict of Interest Policy – change of wording re Governing document. It was PROPOSED by Rob Gerig and SECONDED by Helen Twine – CARRIED UNANIMOUSLY.
- 9.6 Conflict of Interest Procedure - minor changes agreed. It was PROPOSED by Rob Gerig and SECONDED by Tracey Slaughter – CARRIED UNANIMOUSLY.
- 9.7 Compliance Check List – proposed changes re Reserves, insurance and Raffles and Lotteries were reviewed, and it was PROPOSED by Lorna Goldsmith and SECONDED by Pat O’Shea that they be agreed, CARRIED UNANIMOUSLY.
- 9.8 H&S Policy reviewed and checked, comments to be included and signed. PROPOSED Lorna Goldsmith, SECONDED Rob Gerig. CARRIED UNANIMOUSLY.

b

Tracey

10. Any Other Business

- 10.1 List of Documents to be Reviewed does not include Chairman's Report which should be scheduled for May to enable review before the AGM. Signed copy to be filed in G Suite. LG
- 10.2 A list of documents for review is filed in the Reviews folder.
- 10.3 Trustees Annual Report – signed copy to be sent to RG PO
- 10.4 Trustee Forms, some still outstanding. PO/LG

11. Date of Next Meeting

Next meeting will be held on Wednesday 1st September, 2021 at 2.30pm in the Doré Room.

A handwritten signature in black ink, appearing to read 'T. Jones', is written in a cursive style.

PO/s 22.8.2021