

Minutes of the Meeting of the Board of Trustees of  
Washington Village Memorial Hall Held on  
6<sup>th</sup> October, 2021 at 2.30pm 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> Apologies had been received from Helen Twine.	
3.	<u>Minutes of the Meeting Held 1<sup>st</sup> September, 2021</u> The minutes, having been circulated previously, were taken as read and with two typos corrected and amendment to:- 10.2 Quotation to be obtained from more companies as original supplier has been taken over. With these amendments it was PROPOSED by Tracey Slaughter and SECONDED by Lorna Goldsmith that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	PO
4.	<u>Minutes of the AGM held 30<sup>th</sup> July, 2021</u> The corrected minutes of the AGM were circulated and it was PROPOSED by Rob Gerig and SECONDED by Lorna Goldsmith that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
5.	<u>Matters Arising</u>	
10.2	Personal Alarm – additional quotations to be obtained.	PO
9.2	Second roofing company contacted – appt made to look at the windows and the roof.	
6.	<u>Financial Position</u>	
6.1	General Account: £13,860.15 Improvement Account: £ 1,031.33 Hampshire Trust: £19,106.62	
6.2	Further notice received of price increases from the utility companies.	
7.	<u>Bookings</u>	
7.1	Regular Users – have received an enquiry from another Dog Club – further details required. Thursday Line Dancing club has had to move – class got to big.	
7.2	One Off Bookings - £1,420.98 for the current year – 38% of last full year. Getting future booking requests coming in – for next year £586.20. The School want to re-start their Local Heads Meetings.	
8.	<u>Hall Fabric</u>	



- 8.1 Electrician – our current electrician as moved to Wales, he has provided details of a replacement – currently on holiday – contact to be made on his return. RG
- 8.2 Roof – was inspected on 8<sup>th</sup> September, report awaited. Also awaiting report from contact from TS.
- 8.3 Scaffold Tower – enquiries to be made re possible purchase for use in the hall. RG
- 8.4 On-going issues with storage of tables in the Doré Room cupboard.
9. Documents Review
- 9.1 Lone Working Policy V2.0 – Pat O’Shea PROPOSED and Tracey Slaughter SECONDED that the amended policy be agreed. CARRIED UNANIMOUSLY.
- 9.2 Budget – utility costs will be increasing, slight increase in window cleaning costs. Need to arrange for a re-valuation of the Hall to ensure we are not under insured. RG
- 9.3 Business Plan – need to recruit more volunteers and ‘shadows’ for critical roles. Tracey Slaughter PROPOSED and Lorna Goldsmith SECONDED THAT THE Business Plan V3 be agreed. CARRIED UNANIMOUSLY. ALL
- 9.4 Business Risk Management V1.1 - review completed. Need to identify critical roles. ALL
- 9.5 Conditions of Hire V 4 reviewed and accepted.
10. Any Other Business
- 10.1 Insurance – need to arrange for a re-valuation of the hall for insurance purposes. RG
- 10.2 Trustee check on the accounts required. PO
- 10.3 Projector – need to purchase a VGA to HDMI cable for the projector. RG
- 10.4 Tea light holders – hall has sufficient.
- 10.5 100 Club Christmas Party date set for 10th December. If music required for the 100 Club Party – need to use unlicensed music. List of sources available. LG/PO  
Invitations to be sent separately to 100 Club Members and Regular Users.
11. Date of the Next Meeting  
The next meeting will be held at 2.30 pm on Wednesday 3<sup>rd</sup> November, 2021.

PO/s  
25.10.2021

*Lorna Goldsmith*  
3/11/21