

Minutes of the Meeting of the Board of Trustees of  
Washington Village Memorial Hall Held on  
1<sup>st</sup> September, 2021 in the Doré Room at 2.30 pm

Present: Rob Gerig (Treasurer)  
Pat O'Shea (Secretary)  
Tracey Slaughter (Acting Chair Person)  
Helen Twine

- +
- | <u>Item</u>   | <u>Action</u> |
|---|---------------|
| 1. <u>Declarations of Interest</u><br>There were none.  |               |
| 2. <u>Apologies for Absence</u><br>Apologies had been received from Lorna Goldsmith.  |               |
| 3. <u>Minutes of the Meeting Held on 4<sup>th</sup> August, 2021</u><br>The minutes, having been circulated previously, were taken as read. It was PROPOSED by Helen Twine and SECONDED BY Rob Gerig that the minutes be agreed as a correct record and be signed by the Acting Chair Person .<br>CARRIED UNANIMOUSLY.      |               |
| 4. <u>Minutes of the AGM held 30<sup>th</sup> July, 2021.</u><br>The minutes of the meeting having been circulated, a couple of typos were pointed out - items 2 and 6. It was PROPOSED BY Helen Twine and SECONDED by Tracey Slaughter that with the correction of these typos the minutes be agreed. CARRIED UNANIMOUSLY. |               |
| 5. <u>Matters Arising</u>   |               |
| 10.1 SM had said she would wear a personal alarm – formal quotation to be obtained.<br>AS contacted, no response so far.  | PO            |
| 10.4 Completed.   |               |
| 6. <u>Financial Position</u>  |               |
| 6.1 General Account : £14,029.91<br>Improvement Account: £ 1,056.33<br>Hampshire Trust: £19,106.62  |               |
| 6.2 It was PROPOSED by Pat O'Shea and SECONDED by Helen Twine that the additional transfer of £3,000 – to be held pending review. CARRIED UNANIMOUSLY.  |               |
| 7. <u>Bookings</u>  |               |
| 7.1 Regular Users - all regulars had now re-started apart from Sugar and Spice who are planning to start again in February.   |               |
| 7.2 Martial Arts group starting in September, the band practice starting on 13 <sup>th</sup> September.   |               |



- 7.3 One-Off Bookings – for the current year - £1,105.23, 29.96% of 2019/20. For the year 2022/2023 - £671.20 and for 2023/24 - £108.
- 7.4 More hosts required to help with one off bookings – Helen Twine to consider possibilities. HT
- 7.5 Village Day – all fabric chairs to be locked away for Village Day.
8. Covid 19 Status – to be removed from the agenda. PO
9. Hall Fabric
- 9.1 Annual gas inspection completed, some markings of gas pipes to be renewed – approx. cost £98.
- 9.2 Roof inspection – now scheduled for w/c 6<sup>th</sup> September. Contractor identified to provide tarpaulins to cover the gable windows.
- 9.3 Ramp to Doré Room – ongoing.
- 9.4 Redecoration – external work started, just higher level remains – BW and RG to carry out. RG/BW
- 9.5 Interior Decorating – to be carried out after roof repairs.
- 9.6 Fire Alarm and Emergency Light inspections – 2 lights need replacing and ongoing program to replace with LED's.
10. Review of Documents
- 10.1 H&S Risk Assessment 2021-22 – it was PROPOSED by Helen Twine and SECONDED by Rob Gerig that the Risk Assessment be agreed. CARRIED UNANIMOUSLY.
- 10.2 Lone Working Policy – document to be updated to include Personal Alarm. Quotation to be obtained. RG  
PO
- 10.3 Financial Management Policy V2 – references to VAT removed. It was a PROPOSED by Pat O'Shea and SECONDED by Helen Twine that the policy be adopted. CARRIED UNANIMOUSLY. ~~PO~~
- 10.4 Conditions of Hire – were reviewed – It was proposed by Tracey Slaughter and SECONDED by Rob Gerig that the revised terms be adopted. CARRIED UNANIMOUSLY.
11. Any Other Business
- 11.1 Possible grant from electrical supplier – conditions revealed that it applies to organisations with existing link to the supplier.
12. Date of the Next Meeting  
The next meeting will be held on Wednesday 6<sup>th</sup> October at 2.30pm in the Doré Room.

PO/s  
27/9/21

*Gardner*  
6/10/21.