

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on
Wednesday 1st August, 2022

PRESENT: Lorna Goldsmith (Chairperson)
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 4th July, 2022</u> The minutes, having been circulated previously, were taken as read. It was PROPOSED by Rob Gerig and SECONDED by Tracey Slaughter, that the minutes be accepted as a correct record – CARRIED UNANIMOUSLY.	
4. <u>MATTERS ARISING</u>	
April	
Mtg	PO
8.2 Secretary to bring old minutes over to hall for archiving (pre- G-Suite copies only)	
9.3 User Feedback Form – ongoing.	TS
May	
Mtg	
7.9 AIRS responses re hall flooring issues – nothing useful received.	
8.2 Funding sources hit list – on-going	PO
6.3 Science Group will be using the Doré Room as from 1 st September.	
6.5 Rampion – new date set for 24 th September. Try and find signatory on the original Rampion letter to PC	PO
7.4 Re-decoration – awaiting response re labour force but will probably have to use a contractor.	
10.1 Disaster Recovery – on-going.	PO
June	
Mtg	
7.2 Waste bins – plastic boxes now purchased, instructions on use being prepared.	RG
7.4 Chanctonbury Room floor – on-going.	
7.5 Asset Register – dates to be agreed.	RG/HT
7.7 H&S Risk Policy needs to be reviewed.	All
7.8 H&S Risk Assessment date to be agreed.	RG/LG
8.1 On-going	
9.2 Recruitment of volunteers – meeting to be arranged at Eastergate hall.	PO/TS/LG
July	
Mtg	
10.2 Parish Council Invite – Rob to attend.	
10.3 Completed.	

5. Financial Position
- 5.1 Current Account: £14,872.99
Improvement Account: £ 975.33
Hampshire Trust: £ 19,148.08
- 5.2 2021/2022 accounts to go to Ted Merrikin for audit next week. RG
6. Bookings
- 6.1 Regular Users – 8 Beat Jive group leaving due to hall capacity., Downbeat Big Band are likely to leave, they do not want to come earlier. Adult ballet – happy to continue.
- 6.2 One-Off Bookings – 2022-23 - £2,862.75 – 66.9% of target. 2023-24 - £1,820.40 against budget of £4,729 – 42.5% of target. Tracey Slaughter to check if date of Village Day has been agreed. TS
- 6.3 Brownie Pack – peeping tom incident reported to Police, CCTV to be investigated. Pat O’Shea to query with AIRS. PO
7. Hall Fabric
- 7.1 Annual inspection for gas appliances will take place next week. Some electrical work required – infra red heaters, controls, replacement of lights with LED’s and PIR’s.
- 7.2 Fire Alarm and Emergency Lighting – fire alarms need to be checked twice per year. Emergency lighting – move lights on to automatic test system as required 3 hour test. Investigate possibility of timing emergency lighting test. RG
- 7.3 H&S Policy document – review signed off.
8. Solar Energy Project
- 8.1 Solar Energy Report for August 2022 –
Insulation – need to progress grants for insulation PO
Trees on western side of car park need to be trimmed.
Establish future electrical usage to allow for new heating system.
Replacement of green doors with PVC – approx. £5K c- grant funding required. PO
EVP – need to establish where we want to go with this.
Helen Twine has drafted a flyer re the project to circulate via Sussex Local, Parish Council, Noticeboards, RH20 Newsletter. Need separate email address RG
for solar energy project – to be monitored by HT/LG and TS HT/LG/TS
9. Document Reviews
- 9.1 Budget 2022-23 – Utility figures are up to end June 2022, these will increase again over the winter. Maintenance and cleaning slight increase due to dealing with bird problem in Doré Room roof. Hoping for reduction in costs of Emergency Lights and Fire Alarms and £5000 for hall decoration. Costs expected to be £29,500 – if Improvements are excluded - £17,000. Income from hirings - £24,600. Reserves set at £19,000. Balance at end of the year £9,400 or £21,000 if no improvements.
- 9.2 Trustee Board Actions Review
.1) views of regular customers documented (Item 4 of Business Plan 2022-23 task - to maximise village hall use by regular customers) completed and in G Suite. RG
.2) Produce plan on basis of above + comments to attract new regulars.

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| .3) | Increase number of volunteers – meeting to be arranged with Eastergate and Barnham Rep – Nina McMaster. | PO |
| .4) | Task sharing – held. | |
| .5) | Re-allocation of tasks – held. | |
| .6) | Feedback on use of hall – on-going. | TS |
| .7) | Loss of key personnel – held. | |
| .8) | Accounts Check for 2022/23 | PO |
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| 10. | <u>Any Other Business</u> | |
| 10.1 | Information Survey return from Lorna outstanding - feedback on returns to be completed | LG
RG |
| 10.2 | 100 Club Christmas meeting plans. Date to be agreed and format. | LG/PO |
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| 11. | <u>Date of the Next Meeting</u>
The next meeting will be held on Monday 5 th September at 2pm in the Doré Room. | |

PO/s
30/08/2022

JJ
12/9/22