

Minutes of the Meeting of the Board of Trustees of  
Washington Village Memorial Hall Held on  
Monday 12th September, 2022 at 2.30pm in the Doré Room

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

<u>Item</u>		<u>Action</u>
	In the absence of Lorna Goldsmith, Helen Twine agreed to act as Chair Person for the meeting.	
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> Apologies had been received from Lorna Goldsmith.	
3.	<u>Her Majesty Queen Elizabeth II</u> It was agreed that the Hall would be closed all day on 19 <sup>th</sup> September as a mark of respect for the funeral of Her Majesty Queen Elizabeth II. Notification to be put on website and Rob would contact any bookings on that day.	RG
4.	<u>Minutes of the Previous Meeting</u> The minutes having been distributed earlier were taken as read. With the correction of a minor typo the minutes were agreed as being a correct record and it was PROPOSED by Rob Gerig and SECONDED by Tracey Slaughter. CARRIED UNANIMOUSLY.	
5.	<u>Matters Arising</u>	
April Mtg		
8.2	Old Minutes (pre-G Suite) still to be brought over.	PO
9.3	User Feedback Form – on-going.	TS
10.1	Disaster Recovery – first draft circulated.	
June Mtg		
7.2	Waste Bins – on-going.	RG
7.5	Asset Register – new date to be agreed.	RG/HT
7.7	Completed.	
7.8	Scheduled for Tuesday 13 <sup>th</sup> Sept.	RG/LG
9.2	Meeting held.	
Aug Mtg		
5.2	Accounts now with Ted Merrikin for audit.	
6.3	CCTV grant – leave at present unless the problem recurs.	
7.2	Fire alarm and emergency lighting – On-going 3 hour test remaining – due by February 2023.	
8.1	Solar Energy Project – insulation quotes completed, pricing for green doors completed. Flyer completed. E-copy to be sent to 100 Club members also to Zoe for Parish Councillors..	PO

	Squires – Helen Twine to call in and make contact with Facebook group for Milford Grange. Investigate prices with Sussex Local – a) for inclusion in next Parish Newsletter, b) Trimming of trees – ongoing.	HT
10.1		LG
10.2	Information Survey – on-going. 100 Club Plans – On-going.	LG/PO
6.	<u>Financial Position</u>	
6.1	General Account: £13,239.01 Improvement Account: £ 855.33 Hampshire Trust: £19,148.08	
6.2	Employee Pay – Latest Living Wage Review to be paid as from 22 <sup>nd</sup> September. Rob Gerig PROPOSED that their wages be uprated in line with the new recommendations, SECONDED by Pat O’Shea. CARRIED UNANIMOUSLY.	
6.3	Budget – with effect from now, our energy costs have increased by 106% for electricity and 50% for gas. Meeting to be arranged to discuss rent increase necessary – Wednesday 21 <sup>st</sup> Sept at 10 am.	ALL
7.	<u>Bookings</u>	
7.1	Regular Users – Down Beat Band booking now finished – needed larger venue. Ballet Group – staying.	
7.2	One-Off bookings – 2022-23 - £3,229.20 – 75.5% of predicted budget. 2023-24 - £2,107.40 – 49.2% of predicted budget. Current year running at 62-75% on this year’s figures. St Mary’s School play in July, 2023 – there is only one possibility, Rob Gerig to check with the regular user concerned. There have been some issues with cleaning again. After event checking very important, try volunteers first but consideration to be given to possibly employing someone.	RG TS
8.	<u>Hall Fabric</u>	
8.1	Chanctonbury Room – floor still a problem – not clear how to progress, suspicion is waterproof membrane failure. .2 Found new plumber – replacement taps will be cheaper than originally thought. .3 .4 New electrician found. .5 Waste Bins – in process. Re-decoration – put on hold until we can be sure we have sufficient funds. Contact West Sussex Commercial Trust re maintenance grants re windows etc.	RG PO
8.2	Doré Room	
.1	Insulation – in hand.	
9.	<u>Solar Energy Project</u>	
9.1	Added Communication as an action – need to establish a plan and nominate someone responsible.	
9.2	Public Works Loan – establish what T’s & C’s of this type of loan are.	PO
9.3	Insulation – Chanctonbury Room walls already insulated . Rob Gerig has quotes in hand.	
9.4	Clarification required re planning issues – information required for contractors supplying quotes. Possible contact at Ringmer Hall – find details.	HT PO

10. Trustee Board Reviews

Disaster Recovery – leave until October meeting.

11. Community Hub

11.1 Sources of 'customers' – the school, the Church, Regular Users, Local Help scheme. Aim for November start.

11.2 Establish sources of funding. PC, Lottery for All etc.

RG/PO

11.3 Contact Nina re recruitment procedure and job description.

PO

12. Date of the Next Meeting

The next meeting will be held on Monday 3<sup>rd</sup> October at 2.30pm in the Doré Room.

PO/s 02/10/2022

*Johnnie*  
3/10/22