

Minutes of the meeting of the Board of Trustees of
Washington Village Memorial Hall, Held on Monday 3rd October, 2022
in the Doré Room at 2.30 pm

PRESENT: Rob Gerig (Treasurer)
Pat O'Shea (Secretary)
Helen Twine.

In the absence of Lorna Goldsmith, Helen Twine agreed to chair the meeting.

<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 Tracey Slaughter.	
3. <u>Minutes of the Meeting Held on 12th September, 2022</u> The minutes of the previous meeting having been circulated previously were taken as read. Rob Gerig PROPOSED and Helen Twine SECONDED that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4. <u>Matters Arising</u>	
June	
Mtg	Asset Register – new date agreed.
7.5	
7.2	Waste bins - On-going
7.8	Completed
Aug	
Mtg	Flyer distribution to 100 Club members – to be included with Christmas Party notification. Flyer is now on Milford Grange Facebook page. Tracey Slaughter investigating Sussex Local.
8.1	
10.1	Information survey – on-going.
10.2	100 Club Christmas Party – Friday evenings are now taken by a regular booking so the party will be Saturday 10 th December – hall needed from 4pm – 10 pm.
Sept	
Mtg	Budget meeting held – no action.
6.3	
7.2	School play – regular user changed to accommodate. After event cleaning – on-going.
9.2	Parish Council – can apply for Public Works loan – PO to chase this.
9.4	Helen Twine still trying to contact Planning. Pat to identify Ringmer contact.
10.	Disaster Recovery – leave on table.
11.3	Community Hub Manager Job description and recruitment method. Completed.
5. <u>Financial Position</u>	
5.1	General Account: £12,392.07
	Improvement Account: £ 885.33
	Hampshire Trust: £19,148.08
5.2	Employee wages – increased as agreed.
5.3	Cleaning of Doré Room panelling due to bird activity cost £250.00. Completed.

- 5.4 Room hire – one off figure adjusted.
6. Bookings
- 6.1 Regular Users – no changes.
- 6.2 One Off Bookings – no changes.
7. Hall Fabric
- 7.1 Doré Room roof bird droppings – all cleared.
- 7.2 Helen Twine to discuss hot water temperature risks for the village hall to enable risk assessment to be amended. HT
- 7.3 Chanctonbury Room flooring – on hold.
8. Solar Project
- 8.1 Re-visit HDC grant application
- 8.2 Planning – a few issues requiring clarification. ↓ RG/PO
↓ HT
- 8.3 Requirement has been documented, stored in G-Suite. Requires some more work re future energy requirements.
- 8.4 Insulation – completed except for Doré Room external walls, waiting on 2 quotes. Have received quote for Chanctonbury Room gable windows - £600. Waiting for proposals for the dividing wall between the two rooms.
- 8.5 Electrical work in the Doré Room scheduled for October.
- 8.6 It was agreed to put in hand the work on the taps and the Doré Room heating
- 8.9 Rob Gerig to contact the two possible donors. RG
- 8.10 Rural England funding and HDC Rural Communities funding to be investigated. HT/PO
Helen to forward email with info.
9. Trustee Board Reviews
- 9.1 P3 – Item 8 – Adequate Insurance – sum insured increased by 40% but we still need a re-valuation. Rob Gerig trying to find a local property surveyor to do the valuation.
- 9.2 Item 10 – Annual Check of Appliances – completed. Fire Safety Policy and Risk Assessment – completed.
- 9.3 Page 5 – Accounting process check – on-going. PO
- 9.4 Date for H&S Risk Assessment agreed. Amendments made to document. RG
10. Community Hub
- 10.1 Awaiting response from PC. If unsuccessful, try doing 1 day per week – 10.30 am – 2.30 pm starting Thursday 3rd November. (subsequently changed to 17th November).
- 10.2 Flyer describing the ‘Hub’ required. Helen Twine agreed to draft. HT
- 10.3 Village street contacts required to help identify possible ‘clients’, as well as approaching the Church, School, W&A and Dr’s and Regular Users who had indicated to Rob that some of their members were socially isolated. ALL
11. Any Other Business
There was none.
12. Date of the Next Meeting
2pm – 7th November, 2022 in the Doré Room.

H. Twine
7/11/22