

Minutes of the Meeting of the Board of Trustees
of Washington Village Memorial Hall , Held on Wednesday 9th May, 2022
at 2.00 pm in the Doré Room

Present: Lorna Goldsmith (Chairperson)
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 4th April, 2022</u> The minutes had been circulated previously and were taken as read. Rob Gerig PROPOSED and Lorna Goldsmith SECONDED that the minutes be adopted as a correct record. CARRIED UNANIMOUSLY.	
4. <u>Matters Arising</u>	
March Meeting	
6.3 Jubilee Party – Lorna Goldsmith to send copies of the poster to The School and the PC and the Church. Possibility of games for the children was discussed. LG to contact Liz Horwood. 100 Club members, hosts, regular users, BW and SG, SM to be emailed with invitation. Possibility of incorporating a treasure hunt and a raffle to be considered.	LG PO
4.2 Data Protection Officer – on going.	PO
8.2 Register of Interests – completed.	
9.1 Definition of 'relationship' – completed.	
9.3 Cabinet in the foyer – belongs to Gina Wilmshurst – still needs to be spoken to. Tracey Slaughter – still waiting on receipt of documents from NatWest.	RG
April Meeting	TS
7.3 Electrician – on-going – part of estimate received.	RG
7.4 Cleaning Cover – completed.	RG
7.6 Emergency Lighting and Fire Alarm – on-going.	RG
8.4 Contacting suppliers – on-going.	PO
8.5 Financing Hit List – on -going.	PO
9.3 Feedback form from users – on-going.	TS
5. <u>Financial Position</u>	
5.1 General Account: £12,452.41	
Improvement Account: £ 1,491.33	
Hampshire Trust: £ 19,148.08	
5.2 Sue Goss taking an extended holiday – cover to be arranged re payments required during the period.	RG

6. Bookings
- 6.1 Regular Bookings – RVS taking the Doré Room every other month for 2-3 hours, also could be interested in the Chanctonbury Room for a couple of bookings. Village Quilters – extending their bookings for an extra 2 hours per month becoming a 4 hour session every second Wednesday in the month. Science Group – SM & LS to be asked if interested in doing the set up for a payment. Clarification required on exactly what would be required. Discussion on possible change of rooms deferred until HT available.
- 6.2 One Off Bookings –
£2,259.10 for the year 2022-23 – 90.3%
Had a couple of issues recently re cleaning. Tinsel/glitter being left after cleaning – consideration to be given to ban?
7. Hall Fabric
- 7.1 Plumber additional repair to boiler and Doré Room heater.
- 7.2 Tim has finished roof work and he has agreed to undertake the annual maintenance checks.
- 7.3 Electrician – work started and on-going.
- 7.4 Cleaning – SM is on holiday end of May and so is LS. Draft schedule of requirements to be circulated. RG
- 7.5 Re-decoration – external wood of Doré Room waiting to be done. When date arranged PO will provide refreshments.
- 7.6 Fire alarm and Emergency Lighting – now only one inspection required per annum. RG/LG
- 7.7 Fire and H&S Risk Assessments due soon. ↓
- 7.8 Chanctonbury Room floor – Ballet Group to try out FDDTC matting and SMB Carpet to see if suitable.
8. Solar Energy Project
- 8.1 HT has visited 3 village halls – will prepare a report. HT
- 8.2 PO to compile Hit List of possible funding sources. PO
- 8.3 AIRS Conference 25th May – PO to attend PO
- 8.4 Possible contractors being contacted and arranging visits to the hall.
- 8.5 Structural Survey required - £900 approx for report. Structural Surveyor identified. Data logging report est £720.00, additional work will be required following receipt of the report. It was PROPOSED by Pat O'Shea and SECONDED by Tracey Slaughter that these surveys be commissioned. CARRIED UNANIMOUSLY.
9. Document Reviews
- 9.1 Bank Account Mandates – RB still on list, RG not but not causing a problem at the moment.
- 9.2 Asset Register – needs to be done for ye 2022/23. RG
- 9.3 Chairperson 's Report for ye 21-22 – LG to start work on. LG
- 9.4 Budget for ye 2022-23, draft figures were reviewed.
- 9.5 Outstanding Actions from Previous Reviews – review at June Meeting.
- 9.6 Date of expiry of Food Safety qualification for PO required. PO
- 9.7 Solar Energy Project Report for April 2022 reviewed.
10. Any Other Business

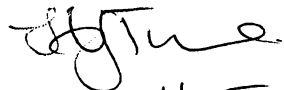
10.1 Orbis – waiting for response from Orbis re invoicing details. Personal Alarm – completed. SM and LS’s personal contact numbers to be issued to WVMH contact list. RG/PO

10.2 Risk Management – basic template provided, PO to customise draft for consideration. PO

11. Date of the Next Meeting

The next meeting will be held at 2pm on Wednesday 6th June, 2022.

PO/s
20-05-2022



H. TWINE