

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall in the
Doré Room at 2 pm

on 11 September, 2023

PRESENT: Lorna Goldsmith (Chair)
Rob Gerig (Treasurer)
Pat O'Shea (Treasurer)
Helen Twine

Item		Action
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 Previous Meeting</u> The minutes of the meeting held on 7 th August, 2023 had been circulated previously and were taken as read. With correction of a typo, the minutes were agreed as a correct record, PROPOSED Helen Twine - SECONDED by Lorna Goldsmith – CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
10.1	Risk Assessments reviewed. Copies available for review under Item 9.	
11.1	Replacement mobile telephone replacement – completed.	
5.	<u>Financial Position</u>	
5.1	General Account: £ 9,313.75 Improvement Account: £ 1,382.38 Hampshire Trust: £ 9,195.95 (soon to be transferred awaiting confirmation of actual date)	
5.2	Need decision on higher interest accounts – awaiting finalised report from Tracey Slaughter.	
5.3	Budget – 3 monthly review – some extra costs on Chanctonbury Roof and some more expenses.	
5.4	CC16 for last year – will be with Ted Merrikin later this week.	
5.5	Community Infrastructure Levy – see separate item. PC now expect contractors to carry £10M liability cover. We may have to pay individual contractors for the additional coverage.	
5.6	Utility costs remain uncertain.	
6.	<u>Bookings</u>	
6.1	Regular Users – new yoga classes started 4.9.23. It is possible that the yoga classes will move into the Chanctonbury Room as class sizes were increasing.	
6.2	One Off Bookings – 23/24 - £2,766.55 – 69.6% of target, 24.25 - £901.15 – 22.5% of target.	
7.	<u>Hall Fabric</u>	
7.1	Chanctonbury Room – walls re-decorated by Brian. Some work done on cleaning the gutters and added another exit point for water. The roof had been bird proofed as much as possible, Consider putting up bird boxes, Car park side dormer windows still to be checked.	
7.2	Gas Boiler - switched off.	
8.	<u>Solar Energy Project</u>	
8.1	Most of the projects going to CIL are part of the Solar Energy Project.	
8.2	Possibility of using other funding sources for some items:- Battery – HDC, Green Doors – Sussex Community Foundation, Dormer Windows – Horsham DC (?) Other items – heaters in the loos and kitchen, soundproofing for Doré Room (will need 2 quotes).	
8.3	Support from the APC to be acknowledged via Facebook groups and by letter.	
9.	<u>Risk Assessments</u>	
9.1	Now completed with minor queries – Fire Risk Assessment – No Smoking signs for Doré Room to be replaced. Fire Assembly Point sign missing.	LG/BW
9.2	H&S – ladder tag needs updated inspection date. Documents to be updated and signed off at October meeting.	

- 10. Any Other Business
- 10.1 Low Risk Business Questionnaire from HDC to be completed.
- 10.2 Trees – the trees outside the hall need pruning in the autumn.
- 10.3 100 Club Party – try Sunday lunchtime – 8th December, 2023 – menu to be agreed.
- 10.4 AGM Minutes – Amended minutes agreed for circulated.

PO

- 11. Date of the Next Meeting
The next meeting will be held on 2nd October at 2 pm.

PO/s
25/9/23

Alfred Smith
21/0/23