

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on
Monday 2nd January, 2024 at 2.00pm

PRESENT: Lorna Goldsmith (In the Chair),
Rob Gerig (Hon. Treasurer)
Pat O'Shea (Hon. Secretary)
Tracey Slaughter
~~Helen Twine~~ *TS*

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> Helen Twine had sent her apologies for absence.	
3.	<u>Minutes of the Meeting Held On 6th November, 2023</u> The minutes having been circulated previously were taken as read. It was PROPOSED by Lorna Goldsmith and SECONDED by Tracey Slaughter, that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
6.3	Hosts for 4 One Off Bookings – deferred to January meeting.	TS
7.1	Quiz Date – date in April still to be agreed.	LG
6.1	Unauthorised change of booking time – issue sorted.	
10.1	Closed	
10.2	New mobile phone for the Hall – the phone provided by Tracey and Paula Slaughter at total cost to the Hall of £2.99, will enable blocking of cold call numbers.	TS
10.5	Communications with the Parish Clerk – completed.	
5.	<u>Financial Position</u>	
5.1	General Account: £11,193.96 Improvement Account: £ 1,318.38 Hampshire Trust – Account Closed.	
5.2	VAT – awaiting information re options for the hall.	RG
5.3	Budget – figures were reviewed – Utilities – best estimates used, Smoke/Heater Sensors – DTEC invoices under query – investigations on-going.	RG
5.4	Entrust Annual Return – submitted.	
6.	<u>Bookings</u>	
6.1	Regular Users – no changes.	
6.2	One-Off Bookings – 2023/24 - £3,245.30 – 81% of target, 2023/25 - £1,127.25 – 28% of target.	
6.1	Steyning Scouts will be returning in 2024 for a sleepover.	
7.	<u>Village Hall Boiler</u> Gas boiler currently working but for hot water only.	
8.	<u>Policies for Review</u>	
8.1	Fire Safety Policy V2 – Fire Safety records need to be reviewed regularly by Trustees. It was PROPOSED by Lorna Goldsmith and SECONDED by Tracey Slaughter that V2 of this policy be approved and signed. CARRIED UNANIMOUSLY.	
8.2	Fire Safety Procedures V2 – reviewed and agreed. PROPOSED Rob Gerig, SECONDED Lorna Goldsmith – CARRIED UNANIMOUSLY.	

TS

- 8.3 Policy on the Sale of Alcohol – conditions reviewed and agreed. PROPOSED Lorna Goldsmith, SECONDED Tracey Slaughter – CARRIED UNANIMOUSLY.
- 8.4 Policy on Supply of Alcohol FOC – policy reviewed and agreed – PROPOSED Lorna Goldsmith, SECONDED Tracey Slaughter – CARRIED UNANIMOUSLY.
- 8.5 Conditions to be Complied with when Selling Alcohol – conditions reviewed and agreed. PROPOSED Pat O’Shea, SECONDED Lorna Goldsmith – CARRIED UNANIMOUSLY.
9. Solar Energy Project
- 9.1 Consumer Units bid for funding is with the PC and should be signed off. Rob Gerig in contact with contractor next week hoping to get done in December. RG
- 9.2 Product and Public Liability – no further comment from the PC.
- 9.3 Projects being planned – soundproofing of wall between the two rooms, 2 quotations being prepared.
- 9.4 Quotes for Individual heaters for hot water – one quote in hand, second being prepared.
- 9.5 Installation of batteries – to be located where current boiler is.
- 9.6 Replacement of gable windows – the two quotations received very different.
- 9.7 Green Doors – now have two quotes . Submission for Sussex Community Fund to be prepared. RG/P
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10. Any Other Business
- 10.1 100 Club Lunch – numbers now at 29*
- 10.2 Prices for Alcohol Sales – increase bottle price to £13, small glass £3, large glass £4, Lager/beer £2.50, no increase for soft drinks, sparkling water £1.50.
- 10.3 Raffle Drum – need to get back from IT. RG
- 10.4 Various queries arising from the insurance renewal process were reviewed. RG/P
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11. Date of the Next Meeting
The next meeting will be held on Monday 8th January 2024 at 2 pm in the Doré Room.

PO/s
01/01/2024

Lorna Goldsmith
8/1/24