

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on 3rd July, 2023
in the Doré Room at 2 pm

PRESENT: Lorna Goldsmith (In the Chair)
Rob Gerig (Hon. Treasurer)
Pat O'Shea (Hon. 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 June, 2023</u> The minutes had been circulated previously and with an amendment made to item 5.8, it was PROPOSED by Tracey Slaughter and SECONDED by Rob Gerig, that the minutes be adopted as a true record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
4.1	Quiz Date — 14 th or 28 th October or move to April, 2024.	
4.2	Audit of Asset Register – ongoing.	
5.	<u>Finance</u>	
5.1	Bank Balances at end June, 2023 General Account: £9,867.67 Improvement Account: £1,537.38 Hampshire Trust: £9,195.95 Rob Gerig suggested that the Hampshire Trust account be closed and funds transferred to the General Account. Tracey Slaughter agreed to look into possible interest bearing accounts with quicker access than Hampshire Trust.	RG/TS
5.2	List of projects for CIL grant sent to the Parish Council in April, Parish Clerk to be chased again re progress.	RG
5.3	Insurance – current insurance policy runs out in January, currently with Zurich. PO to find name of insurance company sponsoring the AIRS seminar.	PO
5.4	Budget Review 2023-24 – budget reviewed and agreed.	
5.5	CC16 Accounts for the year ending 31.3.23 – reviewed and agreed and submitted to Ted Merrikin for audit.	
6.	<u>Bookings</u>	
6.1	Regular Users - Fitness Activity – 2 hours per week on Sundays in the Chanctonbury Room. Yoga group possibly moving from Ashington – looking for 2 hours, 5 days a week – they had 'offered' to decorate the Doré Room. It was PROPOSED by Rob Gerig and SECONDED by Tracey Slaughter that we take her up on this offer to decorate the Doré Room with WVMH to supply the paint, subject to a review of the quality of the work. CARRIED UNANIMOUSLY.	
6.2	Chair Store – All surplus equipment has been disposed of which has created more space.	
6.3	One-Off Users – 2023-24 £2,916.80 – 73% of target - 2024-25 £332.75 – 8% of target.	
7.	<u>Hall Fabric</u>	
7.1	Skirting – now received to be fitted over coming weeks.	
7.2	Doré Room – heaters to be lowered, redecoration -see 6.1 above.	
7.3	Boiler – giving more problems visit from engineer awaited.	
7.4	Fire alarm/Emergency Lights/Smoke Alarms being inspected/updated.	
7.5	Defibrillator now installed with its own meter.	

8. Arrangements for the AGM
- 8.1 19th July, 7.30 pm in the Doré Room – notices had been posted. Agenda to be prepared for distribution. PO
- 8.2 Chairman’s Report – had been circulated and agreed.
9. Solar Energy Project
- 9.1 Submission made to the PC includes installation of batteries and inverters so we can make use of cheaper electricity rates during the day. All other work held pending CIL grant response.
10. Risk Assessments
- 10.1 Fire, H&S Risk Assessments and H&S Policy to be reviewed and updated. LG
- 10.2 Terror threat Assessment – proposed legislation – draft only at this stage. PO to re-read AIRS advice. PO
11. Any Other Business
- 11.1 Hall mobile phone – reliability issues – try upgrading handset. TS
- 11.2 Check Lists – will be updated during the summer. TS
- 11.3 Assistance for the maintenance work on the building to be recruited.
12. Date of the Next Meeting
- The Annual General Meeting will be held on 19th July and the next Trustee Board Meeting will be held on Monday 7th August, 2023.

PO/s
31.7.2023

Hordsmith
7/8/23