

Minutes of the Meeting of the Board of Trustees
of Washington Village Memorial Hall
Held on Monday 5th December, 2022

PRESENT: Robert Gerig – Hon. Treasurer,
Pat O’Shea - Hon. Secretary,
Tracey Slaughter
Helen Twine

<u>Item</u>		<u>Action</u>
1.	<u>Apologies for Absence</u> Apologies had been received from Lorna Goldsmith. In the absence of the Chairman, Tracey Slaughter agreed to act as Acting Chairperson for the meeting.	
2.	<u>Declarations of Interest</u> There were none.	
3.	<u>Minutes of the Meeting Held November, 2022</u> The minutes of the November meeting had been circulated in advance and were taken as read. It was PROPOSED by Rob Gerig and SECONDED BY Helen Twine that they be adopted as a correct record and should be duly signed by the Chairperson. CARRIED UNANIMOUSLY.	
4.	<u>Matters arising</u> Aug Mtg Items 8.1 and 10.1 – completed. Sept Mtg Items 7.2, 9.2 and 9.4 – completed. Oct Mtg Items 7.2, 8.9 and 120.2 – completed Item 8.1 – on-going, 8.10 South downs National Park – no grant funding available for village Halls. 9.3 – in process. Nov Mtg Items 5.4, 5.6, 5.7 and 10.5 – completed. 7.6 – Date to be agreed after Christmas. 8.1 – Draft communication policy obtained – available on G-Suite for consideration. 10.3 – Contacts made – awaiting response 10.4 – HDC to be chased. 11.4 – Portrait of HM The Queen – framing complete, arrangements to be made to hang in the Doré Room 11.5 – Rampion had responded direct to RG – completed.	
5.	<u>Financial Position</u>	
5.1	General Account: £13,201.22 Improvement Account: £ 820.33 Hampshire Trust: £19,148.08	
5.2	Insurance – we have been advised by the brokers that they will be changing from Zurich to Hiscox – however WVMH has a 5 year undertaking in place – how will this change affect things – further information required.	RG
5.3	Budget – issues with the Chanctonbury Room floor and the Solar project will have major impact on the budget – may need to transfer some funds from the Reserve Account.	RG
5.4	A donation of £4,000 had been promised, donor wished to remain anonymous.	PO
6.	<u>Bookings</u>	
6.1	Regular bookings – no change, enquiry received from NHS not due to state of the floor.	
6.2	One Off Bookings – 2022-23 - £3,300.10 – 77% of target 2023-24 - £2,107.40 – 65% of current year’s target.	

7. Hall Fabric
- 7.1 Chanctonbury Room floor – insurance assessors have completed CCTV survey of drains.
- 7.2 Doré Room – new heaters can be lowered if necessary, will wait until 4th heater is installed before testing. Hopefully should be completed by Mid December.
- 7.3 Legionella testing – H&S Risk Assessment amended accordingly – to be passed to LG for signature.. RG
We may need to consider switching to instant hot water systems that do not store hot water. Doré Room kitchen hot water to be run for 5 mins once per week min.
- 7.4 Stop cocks – still waiting for the plumber to install.
- 7.5 Utility supplier Bulb now taken over by Octopus.
- 7.6 Emergency Lighting – BW to start to do 3 hour test of all the lights on a rolling basis.
8. Solar Energy Project
- 8.1 No emails received. Communications Plan drafts in G-Suite for review. ALL
- 8.2 Funding – Public Works Loan – PO to contact Clerk to ask if the PC would consider a public works loan if WVMH undertook to repay the interest charges. PO
Estimated total for Solar Costs - £50,000. – Need to establish what information is required for outline applications. Roger Ball had been approached re assisting with fund raising efforts – PO
awaiting response.
- 8.3 Planning – waiting on response from HDC to pass on to bidders.
- 8.4 Reports – have a structural survey on the Chanctonbury Roof which says we could not put solar panels on the central portion of the roof. We may need to have a similar survey done on the Doré Room roof – tbc. Have completed all the energy estimates for our future energy use. May not have capacity to include EV charging. Hope to issue the tender document Jan 2023 – should be receiving bids by early March – should be in a position to start implementation May/June.
- 8.5 Insulation – Doré Room, waiting to be done, external walls of Doré Room – awaiting 2nd quote. Tim quoting for insulating internal side. Need to make decision between now and May to complete switching lights and taps.
- 8.6 HDC grant application response – next grant round is in January – review documents, update and re-submit. RG/PO
9. Winter Warmer Sessions
Costs kept to minimum but zero attendees to date.
10. Any Other Business
- 10.1 Information Survey – now completed. Minimal duplication of data – most data now being held on G-Suite. One issue remaining is security of personal data held. Need to carefully review at what is held briefly anywhere other than on G-suite (eg re One off bookings etc). RG will provide feedback as required.
- 10.2 Sussex Local price information – circulated.
11. Date of the Next Meeting
It was agreed to move the next meeting to Monday 9th January, 2023 at 2 pm in the Doré Room.

PO/s
02-01-2023

Shadwell
9/1/23