

Minutes of the Meeting of the Board of Trustees of Washington Village Memorial Hall
Held on Monday 5th June, 2023 at 2.00 pm in the Doré Room

PRESENT: Rob Gerig (Treasurer)
Pat O'Shea (Secretary)
Tracey Slaughter (Acting Chairperson)
Helen Twine

<u>Item</u>		<u>Action</u>
	In the absence of Lorna Goldsmith, Tracey Slaughter was appointed Acting Chair for the meeting.	
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> Apologies had been received from Lorna Goldsmith.	
3.	<u>Minutes of the May 2023 Meeting</u> The minutes, having been circulated previously, were taken as read. It was PROPOSED by Helen Twine and SECONDED by Tracey Slaughter, that the minutes be agreed as a correct record and be signed by the Acting Chairperson. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
4.1	Quiz Date – 7 th or 21 st October – to be confirmed.	LG
4.2	Audit of asset register – in progress.	RG/HT
4.3	Grant funding from Octopus Power – on hold until current energy crisis is over.	
5.	<u>Financial Position</u>	
5.1	General Account: £ 9,632.68 Improvement Account: £ 1,572.38 Hampshire Trust: £ 9,195.95	
5.2	Budget – review of budget for the coming year to be carried out at July meeting, thereafter, to be reviewed quarterly.	RG
5.3	Water charges – up by 11% with current supplier – reviewing alternative suppliers.	RG
5.4	CIL submitted to Parish Council – awaiting response.	
5.5	Emergency lighting – a number of lights failed the 3 hour test, to be replaced with LED lights – re-design of the electrics required in various areas – to be carried out at the same time.	
5.6	Chanctonbury Room floor – thresholds and skirting. Low regions of some walls will require plastering before skirting boards can be fitted. Total cost approx.. £250 plus labour.	
5.7	Smoke detectors – reaching end of life this month, replacements will cost approx.. £780. Looking to change suppliers but this will have to be after replacement completed.	
5.8	Energy Usage – reduced by 5%, Night rate price up by 50%, day rate up by 50% Gas Usage – gone up by 6%, day rate up by 334%. Smart meter for electricity has been installed so readings no sent automatically. Unable to fit Gas smart meter so still have to do monthly meter readings. The actual electricity meters need to be replaced – cost to be determined.	
5.9	Insurance – still looking for another company – on-going.	RG
6.	<u>Bookings</u>	
6.1	Regular Bookings - Quilters have left, Science Group has also retired. Doré Room definitely under used. New booking for a 2 hours a week Fitness Class in Chanctonbury Room. Current annual forecast is £23,800 but this is dependent on the NHS booking commencing in August.	
6.2	One Off Bookings - £2,692.55 – 67% Of target. Not much change since last month but now getting a number of short notice enquiries. Polling Day – user reminded about clearing up after their booking.	

7. Hall Fabric
7.1 Chair Store – digital lock being fitted this week, plan is for the lock to ‘go live’ the following Monday. Possible interest is taking the table tennis equipment and billiard table. Other equipment to be disposed of 2 hammer drills, child’s wooden low chair and 3 toddler’s chairs.
7.2 Chanctonbury Room – lighting and smoke detector work (see 5.5 and 5.7 above. Skirting board work probably will be done by Tim.
8. Solar Energy Project
On hold pending CIL decision by Parish Council.
9. Any Other Business
9.1 The Secretary reported the enquiry received from the Parish Council about a request for a dog secure area.
9.2 2022-23 Accounts being prepared for submission to the Charity Commission. It was PROPOSED by Helen Twine and SECONDED by Pat O’Shea that Ted Merrikin be appointed Independent Examiner again for the usual fee –CARRIED UNANIMOUSLY.
10. Date of the Next Meeting
The next meeting will be held on Monday 3rd July at 2 pm. Helen Twine gave her apologies she will be on holiday on 3rd July.

PO/s
27.6.23

H. Twine
3/7/23