

Minutes of the Trustee Board Meeting of Washington Village Memorial Hall  
Held on 7<sup>th</sup> August, 2023 in the Doré Room at 2.00 pm

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

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> There were none.	
3.	<u>Minutes of the Meeting Held on 3<sup>rd</sup> July, 2023</u> The minutes, having been circulated previously, were taken as read and with some minor corrections were agreed as a correct record. It was PROPOSED by Tracey Slaughter and SECONDED by Lorna Goldsmith that they be approved as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
4.1	Quiz date set for 14 <sup>th</sup> October, 2023.	
5.2	List of projects for CIL Review – see item on Hall Fabric below.	
5.3	Alternative insurance company details required.	PO
10.1	Fire & H&S Risk Assessments to be completed and H&S Policy documents to be reviewed.	LG
11.1	Mobile phone – Tracey has a phone to upgrade hall phone to , it was agreed to terminate the Vodaphone agreement and switch to Tesco. PROPOSED by Tracey Slaughter, SECONDED Pat O'Shea, CARRIED UNANIMOUSLY.	TS
5.	Financial Position	
5.1	General Account: £10,955.31	
	Improvement Fund: £ 1,457.38	
5.2	Last year's accounts to be given to TM for audit by end of the month. CIL progress – see separate item, PC have advised possibly £80K available. Energy costs remain an issue.	
5.3	Interest rates – Tracey Slaughter looking at various accounts and have found several that could be of interest.	
5.4	Budget – the budget for the year was reviewed. Income figure down due to loss of the NHS booking.	
5.5	2 hammer drills available for sale £100 – to be put on Facebook page and Marketplace.	TS
6.	<u>Bookings</u>	
6.1	Regular Users: loss of NHS bookings means £4,500 drop in forward income. New yoga group starting in the Doré Room for 4 days a week and one day in the Chanctonbury Room – this may change due to class sizes. Investigating possibilities for new flooring in the Doré Room. New chair store arrangements seem to be being complied with.	
6.2	One Off Bookings: 2023/24 down to £2,696.55 – 667.4% of £4K target. 2024-25 £697.15 – 17.4% of 34K target.	
7.	<u>Hall Fabric</u>	
7.1	Chanctonbury Room floor – nearly completed. Some work still required on front entrance skirting.	
7.2	Roof – some work done clearing out gutters, also need to re-seal all the gutter joints and on the field side, the Gable window and south corner are still dripping.	
7.3	Doré Room – i) heaters to be lowered as far as possible, ii) Work on motion detectors on heating circuits and lighting circuits starting 11 September. iii) lighting on the stage cabling goes through Doré Room roof space, once completed then the insulation work can be completed.	
7.4	Toilets in Chanctonbury Room lighting to be put on LED's	
7.5	Emergency lights will be replaced over a period of time with self-testing lights.	
8.	<u>Draft Minutes of 2023 AGM</u>	

Some minor corrections agreed, minutes will be submitted for approval at September meeting.

PO

9. Solar Energy Project

9.1 Application submitted for all Doré Room and stage work. Insulation for room to be submitted later in August, should be approved by end October.

9.2 ↻ Boiler still giving problems, replace with instant hot water systems – work needs to be completed before winter.

9.3 Infra red heating application – adding in Chanctonbury kitchen and two toilets.

9.4 Make list of possible funding sources.

PO/RB

10. Risk Assessments

On-going.

LG

11. Any Other Business

There was none.

12. Date of the Next Meeting

Next meeting date – 4<sup>th</sup> September, 2023 at 2 pm in the Doré Room.

PO/s

31-8-2023

*Headmistress*  
4/9/23