

**Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall, held on
Monday 7th November, 2022 in the Doré Room at 2 pm**

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

<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 October, 2022</u> With the correction of some minor typos, the minutes having been circulated previously were taken as read. Helen Twine PROPOSED and Rob Gerig SECONDED, that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4. <u>Matters Arising</u>	
Aug Mtg	
8.1 Sussex Local – Tracey Slaughter looking in to costs.	TS
10.1 Information survey – Lorna Goldsmith to talk to Rob re information required. Tracey Slaughter to update hers.	LG/TS
Sept Mtg	
7.2 School Play dates – school had changed plans – after a regular user had agreed to change to accommodate their original request for dates.	
9.2 Public Works loan status – only the Parish Council can apply for these and make grant to WVMH – not repayable.	
9.4 Planning – have submitted pre-application query to HDC who responded saying cannot reply now will get back to us later.	
Oct. Mtg	
7.2 Hot water testing – need to identify the water heater in the Doré Room kitchen. Include an item for Legionella testing in the general H&S Risk Assessment. Need to nominate someone to be responsible for Legionella threat.	RG
8.1 Check dates for HDC re-submission of grant.	PO
8.9 Donors thank you letter – draft agreed.	
8.10 Rural England, HDC Rural Opportunities and South Downs National Park grant opportunities.	PO
9.3 Accounts process checking – on-going.	PO
9.4 Completed.	
10.2 V2 available.	
5. <u>Financial Position</u>	
5.1 General Account: £13,899.17	
Improvement account: £ 855.33	
Hampshire Trust: £19,148.08	
5.2 Costs running at same rate as previous month – question is bookings and ongoing impact of the cost of living crisis affecting viability of events. The flooring issue in the Chanctonbury Room could also impact bookings.	
5.3 Energy price support by the government has made a big difference to the projected increases.	
5.4 Last year's audit completed, can now be submitted to the Charity commission.	PO
5.5 The possibility of achieving better interest rates raised by the auditor.	
5.6 Replacement Christmas Tree – it was PROPOSED by Helen Twine and SECONDED by Rob Gerig that the cost of the new tree be approved. CARRIED UNANIMOUSLY.	
5.7 Top up needed for the Hall mobile phone.	TS

Tracey

6. Bookings
- 6.1 Regular Bookings – no changes.
- 6.2 One Off Users – ye 22/23 - £3,164.70 – 74% of target. October/November very quiet. Ye 23/24 - £2,107.40 – 67% of this year's target.
7. Hall Fabric
- 7.1 Chanctonbury Room Floor – Insurance Assessor visiting this week. Tim interested in doing the work.
- 7.2 Doré Room – now on 3rd electrician, installation should take place w/c 14th Nov.
- 7.3 Water – all taps now updated, need to address stop cock situation, investigating remote button system for Chanctonbury Room.
- 7.4 Cleaning – the chair store is still a problem with users not replacing chairs correctly. One regular user now has to provide a £50 deposit .
- 7.5 Red chairs in the Doré Room – upholstery wearing through exposing the foam, consider refurbishment or replacement. Swap with Blue chairs in meantime.
- 7.6 Asset Register – new date to be arranged. RG/HT
- 7.7 Emergency Lighting – need to do a 3 hour test. Plan is to put testing on automatic but for this year will have to do manually.
8. Solar Energy Project
- 8.1 Communication – need to establish what we want to do. Helen Twine knows someone who may be able to assist. Also will try to find a Communications Plan on line. HT
- 8.2 Public Works Loan – need a specification of what is required to obtain one, other possible sources of funding – HDS, Aviva, Rampion
- 8.3 Planning – awaiting reply from HDC and awaiting information from possible contractors.
- 8.4 Will need to buy a new electric cooker for the Doré room and a new electric hob for the Chanctonbury Room.
- 8.5 Original idea was use of de-stratification fans – following conversation with an expert this should not be necessary. Infra Red heaters heat bodies, not the air so needs at least a 3 degree variance between floor and ceiling levels to make worthwhile.
- 8.6 Insulation – have quotes for the Doré Room roof of £700 - £3,000, Chanctonbury Room roof already insulated. The gable windows need some attention. We already have a quote for the replacement of the green doors. External walls of the Doré Room - £23K, awaiting second quote.
- 8.7 Dividing Wall between the two rooms – hopefully work to start early summer provided funding available.
- 8.8 We can get on with improving our use of energy by switching to LKED lights.
9. Trustee Board Reviews
Nothing to review.
10. Winter Warmer Sessions
- 10.1 Costs estimated at £3000 + for 3-4 months – November through to March. It was agreed to commit to weekly sessions until Christmas. All expenses to be submitted daily.
- 10.2 Flyers – 100 copies to be printed.
- 10.3 Contact Waitrose, Kate's Cakes, Sussex Produce, Co-op Ashington, Village Larder for possible donations ALL
- 10.4 HDC to be approached re: possible support.
- 10.5 Meeting arranged with Suzanne Muddle for Thursday 17th at 2.30pm in the Doré Room.
11. Any Other Business
- 11.1 100 Club – Lorna will get the drink, Tracey and Paula Slaughter will help.
- 11.2 Sunday 4th December – Christmas Tree decoration -Helen Twine and Phil and Barbara Bigg to assist.
- 11.3 Caretaker – Brian is experiencing difficulties with his hands which could be long term.
- 11.4 Helen Twine asked if a painting of Her late Majesty Queen Elizabeth !! could be hung in the Doré Room.
PROPOSED Helen Twine, SECONDED Pat O'Shea – CARRIED UNANIMOUSLY.
- 11.5 Rampion Meeting on 12th November – need to establish how their works will affect the hall, what vehicular access etc. RG
12. Date of the Next Meeting
The next meeting will be held on Monday 5th December, 2022 at 2pm in the Doré Room.

PO/s 28/11/2022

Tom