

Minutes of the Meeting of the Board of Trustees
of Washington Village Memorial Hall
Held on Monday 9th January, 2023

PRESENT: Lorna Goldsmith (In the Chair)
Robert Gerig – Hon. Treasurer,
Pat O’Shea - Hon. 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 December 2022</u> The minutes of the meeting having been circulated, were taken as read. With some minor corrections made, it was PROPOSED by Tracey Slaughter and SECONDED by Helen Twine that the minutes were approved as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
	Nov. Mtg	
7.6	Asset Register – date to be arranged.	RG/HT
8.1	Communication Plan - now completed.	
10.3	CWW contacting possible donors – no response.	PO
10.4	HDC support for WW sessions – no response.	
11.4	Portrait of HM The Queen– completed.	
	Dec Mtg	
5.2	Insurance – to be discussed as separate agenda item.	
5.3	Budget – completed.	
5.4	Donation received.	
7.3	Legionella testing – Completed.	
7.6	Emergency lighting testing – completed.	
8.2	Public works loan – PC contacted – completed.	
8.5	Insulation Doré Room – 2 nd quote received – completed.	
8.6	HDC Grant Application re-submission – to be discussed under separate agenda item. Completed.	
5.	<u>Financial Position</u>	
5.1	General Account: £14,529.24	
	Improvement Account: £ 836.33	
	Hampshire Trust: £19,148.08	
5.2	Insurance – cover renewed with Zurich directly not through broker as previously. We no longer have a 5 year undertaking we have an annual policy. Changes to the cover:- a) Public liability – need to establish what cover is held by User Groups with copies being held by the Hall. b) Keys – may need to change to approved lockboxes Will need to look for alternative supplier in the future but cover renewed for this year.	RG
5.3	Employee Pay – currently still on Living Wage rate – will need to track the situation in light of cost of living increases.	RG
6.	<u>Bookings</u>	

HT

- 6.1 Regular Bookings: 2 possible enquiries – one for dog training, looking for 1 x 4 hour session per week. NHS will be hiring the hall from March 2023 2 x 4 hour sessions re increasing mobility.
- 6.2 One Off Bookings:
YE 2022/23 - £3,496.50 – 82% of target. YE 2023/24 - £2,334.10 – 67% of 2022/23 target.
- 6.3 Still looking into Survey Monkey re survey of one off users. TS
- 6.4 Still experiencing issues with the waste bins being damaged/broken into. Any further recurrence and bins will have to be removed and all users be responsible for removing their own waste. RG
7. Hall Fabric
- 7.1 Chanctonbury Room – a few minor leaks have appeared around the gable windows. Tim will investigate when weather permits.
- 7.2 Flooring – insurers have inspected and found very high humidity in the floors. Drains OK and no damp found in the walls. We are awaiting further information from Tim who is keen to undertake the work. Need to establish when would be least problematic for the remedial work to be done. May need to offer some form of compensation to regular users in the event of any loss of bookings. Pat to check with Sussex Community Fund re assistance with flooring repairs. RG
PO
- 7.3 Doré Room –
- a) Heaters – various comments received. Rob is assembling the comments to see if we need to drop the heaters down. RG
- b) 2nd quote for external cladding now received - £17K.
- c) Legionella testing – H&S Risk Assessment updated and in GSuite. Suanne Muddle will run the water heater once per week for 5 minutes. Completed. *1 in the kitchen B* *2/10*
- 7.4 Age of the boiler – need to establish age of the boiler and cost of replacement.
8. Solar Energy Project
- 8.1 Project on hold until flooring issue in Chanctonbury Room resolved.
- 8.2 Re-Submission to HDC of grant application – hold off.
9. Winter Warmer Sessions
Sessions to be suspended for the time being – when flooring issue resolved – review situation but with more detailed planning.
10. Annual Return and Report
Documents reviewed and changes made. PO
11. Budget 2022-23
Looking as if we will make a loss for this year. Figures do not include costs associated with the flooring.
Transfer of funds from Hampshire Trust to be considered – they have a 3 month notice period. It was PROPOSED by Rob Gerig and SECONDED by Pat O'Shea that £10,000 be transferred from Hampshire Trust into the General Account with immediate effect. CARRIED UNANIMOUSLY. RG
12. Any Other Business
- 12.1 Information Survey – Rob Gerig to amend Information Policy to accommodate 100 Club record book. 100 Club application forms can be shredded once information has been passed to Sue Goss. RG
LG
13. Date of the Next Meeting
The next meeting will be held on Monday 6th February, 2023 at 2 pm.

PO/s
29-01-2023

Shardonith
6/2/23