

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on 13th March, 2023

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

Item		Action
1.	<u>Declarations of Interest</u> Pat O'Shea and Tracey Slaughter declared an interest in Item 6.	
2.	<u>Apologies for Absence</u> Tracey Slaughter had sent her apologies for her late arrival.	
3.	<u>Minutes of the Meeting Held February 2023</u> The minutes had been circulated earlier and were taken as read. With the amendment to the item on the electricity tariff if was PROPOSED by Helen Twine and SECONDED by Lorna Goldsmith that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
7.3	Completed	
7.4	Age of the Boiler – not required.	
7.6	Date to be agreed.	
9.3	Coronation Celebration – no action required.	
10.	Annual Report and Annual Return file locations identified.	PO
5.	<u>Financial Position</u>	
5.1	General Account: £4,596.46 end February Improvement Account: £1,428.38 end February Hampshire Trust: £19,148.08 end February	
5.2	Cash Flow – the transfer initiated from Hampshire Trust will not arrive until 24 th April which will mean the Board will have a cash flow issue following the increased costs of the floor repairs. Rob Gerig PROPOSED that he would pay certain invoices and then claim back when the transfer from Hampshire Trust is completed, SECONDED by Helen Twine, CARRIED UNANIMOUSLY.	
6.	<u>Budget</u> Another donation re the solar energy fund had been received. Letter of thanks to be sent. Operating Profit – looks like being £11,000. Floor Repairs, discovery of the 'channels' had a significant effect on the cost – original quote was £9,000 Additional costs £6,000 + final costs to be confirmed. Need to investigate possibility of putting in a soakaway at the back corner of the hall near the MUGA to run into existing drain. Energy costs – even with the price cap our electricity costs have risen by 124%, Gas has risen by 2%. Energy costs now represent 1/3 of our operating costs and currently have no idea of the future direction of these costs.	RG
7.	<u>Bookings</u>	



- 7.1 Regular Users – for the current year income will be c. £19,000.
In 2023-24 the NHS looks likely to become our biggest user, taking over from the Dog Club, making a total income forecast of £24K and 22% up on this year.
- 7.2 One Off Users – 2022-23 – 42 bookings - £3,694.80 0 86% increase on previous year. 2023-24 – 11 bookings so far - £2,183.90 which is 59% up on this year's target. Tracey Slaughter to warn the school of a potential conflict with two existing bookings on 31st March. TS
8. Hall Fabric
- 8.1 Chanctonbury Room – flooring work – 3 areas to be finished off:_
i) Need to hire another skip for remaining rubbish (and opportunity for a clear out)
ii) Door thresholds – looking at a wooden threshold but height at each door is slightly different.
iii) Skirting boards – replace with white.
Roof – 2 leaks have appeared in 2 corners, was 4 leaks, 2 fixed, two to go!
9. Hire Rates
Proposed Hire Rate document was reviewed. The suggested rate changes were agreed - PROPOSED by Rob Gerig and SECONDED by Helen Twine – CARRIED UNANIMOUSLY. Users to be advised of the start date for the new rates – 1st April, 2023 and warn of the possibility of future raste rises depending on energy cost situation.
10. Solar Energy Project
Nothing new to report. We need to decide on which projects to allocate to HDC and which to Sussex Community Trust for grant applications. Clarification required re Southdown National Park involvement. Pat also to follow up with RB re his assistance with fund raising. PO
11. Any Other Business
- 11.1 Tracey Slaughter suggested we have a Lost Property Box – agreed.
- 11.2 Suggested new equipment for Suzanne Muddle – trolley to contain cleaning materials and carry bowl of water, new mop to reduce amount of water on new floor. Sample mop to be obtained. (after consultation with Suzanne she decided a trolley would be too difficult getting up and down from the stage where the Cleaner's Cupboard is. TS
- 11.3 It was PROPOSED by Helen Twine and SECONDED by Pat O'Shea that the side curtains be replaced with blackout blinds over time. CARRIED UNANIMOUSLY. Future of the main stage curtains to be reviewed after inspection of the drawing mechanism which is currently not working properly.
- 11.4 Thank you Do for Floor Workers to be held on Wednesday 15th March, 2023.
- 11.5 The W.I. had some blue willow pattern crockery to donate to the hall.
12. Date of the Next Meeting
The next meeting will be held on Monday 3rd April at 2pm and the May Meeting will be held ion Monday 1st May, also at 2 pm.