

Minutes of Trustee Board Meeting of
Washington Village Memorial Hall Held on
Monday 6th November, 2023 at 2.00 pm

Present: Lorna Goldsmith (In the Chair)
Rob Gerig (Hon. Treasurer)
Pat O'Shea (Hon. Secretary)
Tracey Slaughter

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> Apologies had been received from Helen Twine.	
3.	<u>Minutes of the Meeting Held 2nd October, 2023</u> The minutes, having been circulated previously, were taken as read and some minor typos amended. It was PROPOSED by Tracey Slaughter and SECONDED by Rob Gerig that the amended minutes be adopted as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
6.3	Defer item re hosts for One-Offs to next meeting.	TS
7.1	Quiz 2024 – date in April being discussed.	LG
9.1	Risk Assessments updates now completed. New signs required have now been received.	
10.1	Thursday Café – now well publicised on various Facebook pages and notices to be put up around the village.	LG
5.	<u>Financial Position</u>	
5.1	General Account: £13,653.94 Improvement Account: £ 1,352.38 Hampshire Trust: Nil	
5.2	Accounts for last year now signed off by Auditor, Ted Merrikin – no issues, can now be submitted to the Charity Commission.	PO
5.3	Employee pay – new rate has been applied from the last week in October.	
6.	<u>Bookings</u>	
6.1	Regular users – there had been an issue with unauthorised change of times of hire.	RG
6.2	Changes to Conditions of Hire required in order to ensure compliance with TV licence regulations.	RG
6.3	One-Off Bookings – 2023-24 - £3,168.80 79% of target. 2024-25 - £1,031.25 25% of target. Availability of hosts still a problem.	
7.	<u>Hall Fabric</u>	
7.1	Chanctonbury Room – all gutters and joints are leaking. Gable windows on field side of hall still has slight leak otherwise recent heavy rain had not caused any issues. Doré Room roof OK – insulation all fitted now.	
7.2	Gas boiler has now been turned off permanently.	
7.3	Fire Alarm all smoke some of the heat detectors now replaced. Emergency lighting – 1 x 3 hour test still required.	
7.4	Internal decoration – Doré Room. Replacement of skirting board – it was PROPOSED by Rob Gerig and SECONDED by Tracey Slaughter that we use the same type of skirting board as used in the Chanctonbury Room. CARRIED UNANIMOUSLY.	
8.	<u>Policies for Review</u> Left on the table for the next meeting (December).	

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9. Solar Energy Project
- 9.1 £10 million public liability requirement still an issue – to be discussed by the Parish Council in November.
- 9.2 Need to test the water pressure in the basins in the toilets and the heating in the Chanctonbury Room changed to Infra Red.
- 9.3 Two additional projects – electrical consumer unit needs to be upgraded, details being presented to the Parish Council tomorrow. Estimated price for solar panels of £31K also being submitted.
- 9.4 Two more projects being planned – use of electric heaters for hot water, one quote received so far - £6,500, awaiting 2 further quotes.
- 9.5 Installation of Batteries – batteries can be used to store off peak electricity before the solar panels are installed. Current quote £16K but need two further quotations
- 9.6 Total value (estimated) of new projects - £65K
10. Any Other Business
- 10.1 Query from Parish Clerk re ramp for Doré room – to be advised that we can not install a ramp but had already improved access by means of the half step. TS
- 10.2 Tracey reported a number of cold calls from utility companies – also received by Rob and Pat – to be ignored. ALL
- 10.3 100 Club Party – all hosts to be invited and also existing volunteers. LG/PO
- 10.4 Thursday Café – starting 9th November. LG/PO
- 10.5 Communications with Parish Clerk – it was agreed that Rob would be the contact for CIL matters, Tracey Slaughter will be the contact for One Off Booking s and Pat O’Shea would be the contact for anything else. RG/TS/PO
11. Date of the Next Meeting
The next meeting will be held on Monday 4th December, 2023 at 2.00pm in the Doré Room.

PO/s
20/11/2023

Radonit
4/12/23