

Minutes of the Trustee Board Meeting of Washington Village Memorial Hall
Held on 8th January, 2024 at 2.00 pm in the Doré Room

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

<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 Tracey Slaughter.	
3.	<u>Minutes of the Previous Meeting</u> The minutes, having been circulated previously, were taken as read. It was PROPOSED by Lorna Goldsmith and SECONDED BY Rob Gerig that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising from the Minutes</u>	
6.3	Hosts – availability of hosts, especially for short notice bookings still a problem. Lorna Goldsmith agreed to respond more quickly.	
7.1	Quiz date – still to be agreed in April, 2024	LG
10.1	100 Club lunch had been great success, it was agreed that we would continue with this format, ie Saturday or Sunday lunchtime.	
10.3	Raffle Drum – to be returned from IT – Rob Gerig to check.	RG
10.4	Insurance – renew with Zurich for this year. Pat to continue to seek out further quotes.	PO
5.	<u>Financial Position</u>	
5.1	General Account: £12,118.58 Improvement Account: £ 1,272.38	
5.2	VAT – Rob Gerig has submitted a paper to the Parish council suggesting a process that they could use to reclaim VAT – chase up as no response had been received.	RG
5.3	Thursday Café – discontinued due to lack of support from the community.	
6.	<u>Bookings</u>	
6.1	Regular Users – no change.	
6.2	One Off Bookings – 2023/24 - £3,586.55 – 89.7% of target 2024/25 - £1,168.50 – 29% of target.	
6.3	Availability of hosts an on-going issue – re-new appeal on Village Facebook Page and establish position with Freya.	TS
7.	<u>Hall Fabric</u>	
7.1	Gas Boiler still working just for hot water.	
7.2	Interior decoration - Doré Room skirting – held installation, RG to discuss with contractor.	RG
7.3	Fire extinguisher inspection completed by Chubb for the year.	
7.4	D-Tec invoices investigation – ongoing. Definitely need to go out for tender for renewal this year.	RG
8.	<u>Policies for review</u>	
8.1	Policy on Hiring – review deferred until Tracey Slaughter can attend.	
8.2	Lone Worker Policy – policy reviewed, no changes required.	
9.	<u>Solar Project</u>	
9.1	Public Liability cover – Rob Gerig to prepare a response to the PC should the issue be raised again.	RG
9.2	Consumer units – work to be done this week.	
9.3	Replacement of Green doors – have 3 quotes – would prefer to go with Franklin – who had supplied the previous doors and windows. Sussex Community forms to RG re grant application. Also for the gable windows replacement as maintenance issue.	RG



- 9.4 Soundproofing work – have two quotes, waiting for a third then submit to the POC. Both halls will have to be closed for 4 days so timing will be an issue.
- 9.5 Electric heaters for hot water – one quote received, two more awaited. RG
- 9.6 Installation of batteries in the Boiler Room – original quote needs updating and two additional quotes required. RG
- 9.7 Solar Panels – one quote in hand which needs updating plus two more quotes required. RG
- 9.8 Planning Permission required so need to establish contact with South Downs National Park
- 9.9 Will also need to arrange lopping of some trees – discussion required with the PC and National Trust. Need volunteers to take up this action. Rob Gerig to contact Zoe Savill re trees the PC were responsible for and Lorna Goldsmith and Pat O’Shea agreed to contact the National Trust (LG to contact Lee Walther). RG/LG/PO
- 9.10 Rob Gerig is looking at both rooms to establish where the thermostats are. LED lighting work on-going in house.
- 9.11 Doré Room lighting sensor needs adjusting.
10. Any Other Business
- 10.1 Table store – issue on-going – tables and chairs still not being stacked correctly.
- 10.2 Fire Drills – check to see if BB could do one with the HTM group. PO/TS
11. Date of the Next Meeting
The next meeting will be held on Monday 12th February at 2 pm.

PO/s
26-01-2024

L Goldsmith
12/2/24