

Minutes of the Trustees Board Meeting
held on 10 September, 2018 in the Doré Room at 7.30 pm

PRESENT: Lorna Goldsmith (Acting Chair)
 Pat O'Shea (Hon. Secretary)
 Freya Carter
 Rob Gerig
 Bryon Winslade

<u>Item</u>	<u>Action</u>
1. <u>Declarations of Interest</u> There were no declarations of interest.	
2. <u>Apologies for Absence</u> Apologies had been received from Irene Thomson.	
3. <u>Appointment of Acting Chairman</u> Lorna Goldsmith was appointed Acting Chair for the meeting.	
4. <u>Minutes of the Meeting Held on 9th July, 2018</u> The minutes, having been distributed previously were taken as read. It was PROPOSED by Lorna Goldsmith and SECONDED by Freya Carter that the minutes be agreed as a correct record and be signed by the Acting Chair. CARRIED UNANIMOUSLY.	
5. <u>Matters Arising</u> There were no matters arising not covered by Agenda items.	
6. <u>Financial Position</u>	
6.1 General Account: £12,621.84	
Improvement Account: £ 685.88	
6.2 Accounts for last year still with Ted Merrikin.	
6.3 Natwest bank mandate now amended and Sue Goss is now on as a signatory. It was PROPOSED by Pat O'Shea and SECONDED by Lorna Goldsmith that the next step is to remove Nigel Baker and Moira Gerig and add Freya Carter to the mandate. CARRIED UNANIMOUSLY.	RG/PO
6.4 Sue Goss will be on holiday 23 rd Sept to 7 th November – Pat O'Shea to cover her tasks and liaise with her before her departure.	PO
7. <u>Trustee Declarations</u> Declaration to be completed by Freya Carter.	FC
8. <u>Allocation of Tasks</u>	
8.1 Sue Hale taking over Regular Bookings as from Friday 14.9.2018	
8.2 Marketing activity has stalled – Rob Gerig has contacted Jenny Dearden several times - one more try.	RG/JR
8.3 Rob Gerig will notify Users of the changes of contacts.	RG
8.4 Identification of maintenance tasks – folder for Doré Room to be provided in the kitchen similar to that in the Chanctonbury Room kitchen.	PO

9. Review of Health & Safety Policy
- 9.1 The H&S Policy document as mended was accepted and it was PROPOSED by Pat O'Shea and SECONDED by Freya Carter that it be signed by the chair. CARRIED UNANIMOUSLY.
- 9.2 H&S Risk Assessment - the Risk Assessment was reviewed and agreed. It was PROPOSED by Pat O'Shea and SECONDED by Freya Carter that the document be agreed and signed by the Acting Chair. CARRIED UNANIMOUSLY.
- 9.3 Fire Risk Assessment was reviewed and agreed. It was PROPOSED by Pat O'Shea and SECONDED by Freya Carter that the document be agreed and signed by the Acting Chair. CARRIED UNANIMOUSLY.
10. Bookings
- 10.1 One Off Bookings 66% ~~up~~ ^{down} last year by value.
Regular Bookings 10% up on last year by value.
- 10.2 One new regular booking starting at the end of September – another Pilates class on Friday – mid-day.
11. Hall Fabric
- 11.1 The results of the roof inspection were discussed including the 3 items requiring attention reported by the contractor. It was PROPOSED by Pat O'Shea and SECONDED by Lorna Goldsmith that two of the three items be authorised including the flashing. CARRIED UNANIMOUSLY. Rob Gerig to advise contractor accordingly. RG
- 11.2 Doors to the Doré Room – it was PROPOSED by Lorna Goldsmith and SECONDED by Freya carter that the replacement of both doors be completed at the cost of £2,500. CARRIED UNANIMOUSLY. It was agreed that, subject to resolution of a couple of queries, the 'Front' door should open inwards and the 'Back' door outwards.
- 11.3 Toilet Roll Holders – it was agreed to trial a dual roll holder in the Doré Room loo. If they prove successful to provide in Chantonbury Room loos as well.
12. Event Planning
- 12.1 Quiz – date set for April 2019. LG
- 12.2 Bingo – suitable dates to be established. LG
13. Improvements
No action.
14. Volunteers
No progress with recruitment of Treasurer and additional Trustees. ALL
15. Any Other Business
- 15.1 Pat O'Shea advised that the Virtual Cake Stall in aid of Macmillan Coffee Morning Appeal would run from September to Mid December. Forms to be sent to Rob Gerig for publicity. PO/RG
- 15.2 Policy of Hiring – now changed to exclude payments by cash. It was PROPOSED by Lorna Goldsmith and SECONDED by Freya Carter that this change be accepted. CARRIED UNANIMOUSLY.
- 15.3 Fire Safety Procedure – changes were made to the inspection schedule – it was PROPOSED by Pat O'Shea and SECONDED by Freya Carter that the changes be adopted. CARRIED UNANIMOUSLY.

- 15.4 Trustees Documentation – minor amendments agreed, – it was PROPOSED by Pat O’Shea and SECONDED by Freya Carter that the changes be adopted. CARRIED UNANIMOUSLY.
- 15.5 The suggestion was made that 100 Club winners should be paid by bank transfer rather than cheque wherever possible – to be discussed at the October meeting.
16. Date of the Next Meeting
It was agreed to change the date of future meetings to Wednesdays but the next meeting will be held on Monday 8th October, 2018 at 7.30 pm.

PO/s
7/10/2018

Distribution: Those present
Irene Thomson

A handwritten signature in blue ink, appearing to be 'Irene Thomson', located to the right of the distribution list.