

Minutes of the Meeting of the Board of Trustees
of Washington Village Memorial Hall
Held on Monday 8th October, 2018

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

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Election of Acting Chair</u> Freya Carter was appointed Acting Chair for the October meeting.	
3.	<u>Apologies for Absence</u> Apologies had been received from Irene Thomson.	
4.	<u>Minutes of the Previous Meeting</u> With two minor typos being amended it was PROPOSED by Lorna Goldsmith and SECONDED by Freya Carter that the minutes circulated previously be adopted as a correct record. CARRIED UNANIMOUSLY.	
5.	<u>Matters Arising</u>	
5.1	Future Meetings – it was agreed that future meeting would be held on the first Wednesday in the month.	
5.2	Additional Reasons for Disqualification of Trustees form – signed copies to be forwarded to the Secretary.	LG/FC/PO
6.	<u>Financial Position</u>	
6.1	General Account - £12,385.63 Improvement Account - £ 635.88	
6.2	Preparatory work to be done on the next VAT return which will be due very shortly after Sue Goss returned from holiday.	RG
7.	<u>Allocation of Tasks</u>	
7.1	Sue Hale now handling Regular Bookings – first batch of invoices just issued.	
7.2	Marketing – Rob Gerig has tried to contact Jenny Dearden with no success so no marketing activity currently being done.	
7.3	One Off Bookings – Bryon Winslade has now decided, with regret, that he is unable to take on this function. In the absence of anyone to take on this role it was PROPOSED by Pat O'Shea and SECONDED by Lorna Goldsmith that we stop taking one off bookings but that existing bookings would be honoured. CARRIED UNANIMOUSLY. It was also agreed that certain regular 'one off' bookings could still be honoured. One off bookings currently represent approximately £4.5K revenue per year – this will result in a financial loss of approx. £1K in the year ending 31.3.2019. = approx. 25% of income. <i>from 1 off bookings</i>	

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Freya Carter to send a note to Chairman of the Parish council – Patrick Healey – advising of this decision. Pat O'Shea to advise the Charity Commission accordingly.

- 7.4 Sue Goss now running the Book-keeping.
- 7.5 Someone is required to manage the G Suite software and Google site storage. Rob Gerig is in process of transferring the data to the Google site and setting up the email addresses.
- 7.6 Table and Chair hire – this service would be discontinued due to disproportionate amount of effort required for minimal financial return. PROPOSED Pat O'Shea SECONDED Freya Carter – CARRIED UNANIMOUSLY.
- 7.7 Science Group – this is a long established group who meet in the Chanctonbury Room. Currently Rob Gerig and Nigel Baker set out the chairs and any other equipment required but are unable to continue to do so. Science Group to be advised in good time. RG
- 7.8 Contact Telephone – Pat O'Shea will take over the Hall Contact Telephone for one month as a trial. Rob Gerig advised that the current telephone was starting to become unreliable so it was PROPOSED by Lorna Goldsmith and SECONDED BY Pat O'Shea that the current phone be replaced. CARRIED UNANIMOUSLY. RG

8. Bookings

- 8.1 One off Bookings currently 7% up on last year by value. Regular Bookings currently 10% up on last year by value.
- 8.2 New regular booking starting on Friday – midday – Pilates class – progress of the class to be monitored.

9. Hall Fabric

- 9.1 Fire Safety Audit now expected to take place in the next 12-18 months.
- 9.2 Doré Room door replacements. Revised contract now received - £168 less than expected, the remaining Section 106 Funding can be used for this project. The Front door will be fitted to open inwards which will require the inner door also to open inwards. The Back door which is a Fire Exit must open outwards.
- 9.3 Chanctonbury Room doors – recommendation from previous fire audit was that a thumbscrew lock be put on the half of the door that is normally not unlocked. It was PROPOSED by Pat O'Shea and SECONDED by Lorna Goldsmith that Rob Gerig be authorised to sign the contract relating to the door work (Items 9.2 and 9.3) . CARRIED UNANIMOUSLY.
- 9.4 Roof works – still waiting for the contractor to come back and do the agreed work. One additional task – highlighted last year – was the corrosion of the ends of the roofing panels. Costs to repair will be approx. £2,800 – this work will need to be a priority for 2019.
- 9.5 Toilet Rolls – the double roll holders seem to be working well, rest of the loo roll holders to be replaced on a rolling basis.

10. Event Planning

- 10.1 Bingo Evening – The POTA have offered to do a joint venture and to provide the food, The Hall to run the bar. Bryon Winslade not available to do the calling Emma will do so, but all books and markers available. Ticket price to be £10 to include the first book, subsequent books to be purchased.

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The proposal is that any profit after all costs covered be split 50/50 WVMH and the PTA. PTA to confirm acceptance.
Bar prices need to be reviewed – Rob to send copy to Lorna Goldsmith.

LG
RG

11. Improvements

Nothing further at this time.

12. Volunteers

More volunteers desperately needed.

ALL

13. Any Other Business

13.1 Sorting of Waste - Rob and Bryon currently have to spend a significant amount of time checking that no inappropriate material has been put in the recycling bin e.g. food waste including tea bags etc. Consideration to be given to stopping the re-cycling bin and maintain one waste bin only. Material to be re-cycled to be taken home.

13.2 Need to promote 100 Club Membership – flyers to be available at all VH events.

LG/FC

13.3 Trustees Annual Report circulated. It was PROPOSED BY Lorna Goldsmith and SECONDED by Pat O'Shea that the Trustees Annual Report to 31.3.18 be signed off and submitted to the Charity Commission. CARRIED UNANIMOUSLY.

PO

14. Date of the Next Meeting

The next meeting will be held on Wednesday 7th November, 2018 at 7.30 pm in the Doré Room.

PO/s 2-10-2018

Distribution:

Those present and Irene Thomson

Lorna Goldsmith
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