

# Minutes of the Meeting of the Board of Trustees of Washington Village Memorial Hall Held on Monday 9<sup>th</sup> July, 2018 in the Doré Room

**PRESENT: Freya Carter (Acting Chairman)**  
**Pat O'Shea (Hon. Secretary)**  
**Lorna Goldsmith**  
**Irene Thomson**

Item	Action
1. <u>Declarations of Interest from Members</u> There were no declarations of interest.	
2. <u>Appointment of Acting Chairman</u> Freya Carter agreed to act as Acting Chairman for this meeting. All members to suggest possible candidates.	ALL
3. <u>Welcome to New Trustees</u> There were no new Trustees to be welcomed.	
4. <u>Apologies for Absence</u> There were no apologies for absence.	
5. <u>Minutes of the Meeting Held on 14<sup>th</sup> June, 2018</u> The minutes of the previous meeting had been circulated and 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 as such. CARRIED UNANIMOUSLY.	
6. <u>Matters Arising</u> 100 Club flyer will be available for Village Day.	LG/FC
7. <u>Financial Position</u>	
7.1 General Account £11,624.84	
Improvement Account £ 1,340.88	
Transfer of £600 from the Improvement Account still to be completed.	
7.2 Natwest Bank mandate – not yet actioned by Natwest so Sue Goss still cannot sign cheques. As an interim measure Nigel Baker agreed to remain as a signatory until Sue Goss was able to sign.	
8. <u>Bookings</u> One off bookings at 52% of last year, Regular bookings 6.7% up on last year – overall a healthy position.	
9. <u>Hall Fabric</u>	
9.1 Re-decoration to be considered again as both rooms showing signs of wear and tear.	
9.2 High level cobwebs to be removed. Pat to see if Phil Bigg's device was available.	PO
9.3 Roof maintenance visit due in August.	

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| 10.  | <u>Event Planning</u>   |       |
| 10.1 | Quiz will be in the Spring of 2019.   | LG    |
| 10.2 | Bingo Evening to be arranged in the Autumn.   | LG/FC |
| 11.  | <u>Improvements</u>   |       |
| 11.1 | Quotations for replacement of the Green Doors and both Doré Room external doors to be updated.  | RG    |
| 12.  | <u>Volunteers</u>   |       |
| 12.1 | Jenny Dearden still happy to handle Marketing, Sue Hale will take on regular bookings and Bryon Winslade has agreed to handle one off bookings – information handover regarding these activities to take place during July.   |       |
| 12.2 | Positions remaining outstanding – Treasurer – we have a book-keeper – Sue Goss but the Treasurer’s functions e.g. preparation of Statement of Accounts and handling allocation of reserves, dealing with Suppliers and contracts such as utilities etc. In addition someone needs to be feeding Bryon Winslade with maintenance jobs. The H&S Policy needs to be signed off at July meeting and various inspections need to be monitored/arranged. Improvements – list to be generated. Hall insurance is covered to 2021 but then will need to be re-evaluated, the two hall employees have contracts and records that need to be kept. Data Management Security – implementation of the digital infrastructure previously agreed to be implemented. The Hive Club arrangements needs to be managed. A point of contact for the Hall is required for a number of organisations. Lorna Goldsmith agreed to liaise with Sue Goss re the financial statements required for Trustee Board meetings. This situation to be discussed urgently at the July meeting. Rob Gerig to update the list of tasks attached to the Trustee Board Terms of Reference and circulate. | ALL   |
| 12.3 | Freya Carter agreed to continue with the compliance work.   | RG    |
| 13.  | <u>Any Other Business</u><br>There was none.  |       |
| 14.  | <u>Date of the Next Meeting</u><br>The next meeting will be held on Monday 13 <sup>th</sup> August, 2018 at 7.30 pm in the Doré Room when consideration would be given to alternate days as Mondays difficult for Irene Thomson.  |       |

PO/s  
19-07-2018

*Lorna Goldsmith*  
*10/9/18*