

Minutes of the Meeting of the Board of Trustees  
of Washington Village Memorial Hall  
Held on Wednesday 9<sup>th</sup> May, 2018

Present: Nigel Baker (Chair)  
Rob Gerig  
Pat O'Shea (Secretary)  
Freya Carter  
Lorna Goldsmith (part time)

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest From Members</u> Lorna Goldsmith declared an interest in Item 6 re School Booking	
2.	<u>Apologies for Absence</u> Apologies for late arrival had been received from Lorna Goldsmith and from Irene Thompson and Pauline Stevenson by email.	
3.	<u>Minutes of the Previous Meeting</u> The minutes were circulated very late so time was taken to read them. With some minor amendments it was PROPOSED by Nigel Baker and SECONDED by Freya Carter that the minutes be accepted as a correct record and were duly signed.	
4.	<u>Matters Arising</u>	
8.1	Quiz – made over £700.	
11.	Response (signed copy of the agreement) received from the PC.	
5.	<u>Financial Position</u> General Account: £10,683.43 Improvement Account: £ 1,290.88	
5.1	A number of members of the 1009 Club had been lost – promotion activity required to replace/increase numbers.	LG/PO
5.2	It was PROPOSED by Rob Gerig and SECONDED by Lorna Goldsmith that £600 be transferred from the Improvement Account to the General Account. CARRIED UNANIMOUSLY.	
6.	<u>Bookings</u>	
6.1	One off bookings currently at 39% of last year's total Regular bookings currently at +6.5% of last year's total	
6.2	Rob Gerig reported an incident where a one off booking had had to gain access via the SMB – Irene Thompson as the person due to open the hall for them had not arrived. By way of an apology for the inconvenience caused, it was PROPOSED by Rob Gerig and SECONDED BY Pat O'Shea that their hiring fee be refunded. CARRIED UNANIMOUSLY.	
6.3	The booking of the Chanctonbury Room the day after the Quiz – due to the hall floor not having been cleaned adequately, it was PROPOSED BY Rob Gerig and SECONDED BY Pat O'Shea that the hire fee be refunded as a gesture of good will. CARRIED UNANIMOUSLY	
6.4	The School has a number of one off bookings coming up on a number of consecutive days. It was PROPOSED by Rob Gerig and SECONDED BY Nigel Baker that the discounted rate be applied due to the total number of hours actually booked. CARRIED UNANIMOUSLY.	
7.	<u>Hall Fabric</u>	
7.1	The new noticeboard is up and looking much smarter.	
7.2	The roof works carried out recently had proved effective during the recent heavy rain.	
8.	<u>Event Planning</u>	
8.1	Next Quiz – date to be agreed for April 2019. Need to re-locate the bar to the end of the Hall away from the food line as there was significant congestion.	
9.	<u>Improvements</u> New mat purchased for the back door and a new projector screen would be required shortly due to wear and tear on the existing screen.	
10.	<u>Volunteers</u>	

Item		Action
10.1	Sue Goss now operating as Bookkeeper.	
10.2	Cash payments by hirers. It was suggested that cash payments of hire fees be stopped. Hirers that normally pay in cash should be advised to find another way, e.g. pay into a Natwest branch, by BACS, online or into Natwest via the Post Office. Hire Form to be amended accordingly.	RG
10.3	Andy Clyne taking on Treasurer role and dealing with Grants and dealing with contractors, e.g. utilities and emergency lights servicing.	
10.4	Anna Mitchell now handling one off bookings.	
10.5	Jenny Dearman will gradually take over handling marketing and social media, notices etc.	
10.6	The two hall employees to be invited to the June meeting with the Volunteers. Light refreshments to be provided – numbers approx. 15.	RG PO
11.	<u>Any Other Business</u>	
11.1	Data Protection procedure had been circulated. It was PROPOSED BY Rob Gerig and SECONDED BY Pat O'Shea that the procedure be adopted. CARRIED UNANIMOUSLY. Rob will prepare a simple guide for use by the Volunteers.	RG
12.	<u>Date of the Next Meeting</u> The date of the next meeting will be 12 <sup>th</sup> June, 2018 in the Doré Room. Apologies for absence given by Nigel Baker. Subsequently changed to 14 <sup>th</sup> June, 2018	

PO/2  
31/5/18

Distribution: Those Present and Irene Thompson and Pauline Stevenson .

