

**Minutes of the Meeting of the Board of Trustees of  
Washington Village Memorial Hall Held on  
Wednesday 6<sup>th</sup> February, 2019 in the Doré Room  
at 7.30 pm**

**PRESENT:** Freya Carter (C chairman)  
Pat O'Shea (Hon. Secretary)  
Rob Gerig  
Lorna Goldsmith  
Sue Stuart-Scott

Item	Action
Mrs Sue Stuart-Scott was welcomed to the February meeting as the new W>I> Representative Trustee, replacing Mrs Irene Thomson who had now retired from the position.	
1. <u>Declarations of Interest from Members</u> Pat O'Shea declared an interest in item 13 Review of Hire Charges.	
2. <u>Apologies for Absence.</u> There were none.	
4. <u>Minutes of the Meeting Held on 12<sup>th</sup> December, 2018</u> The minutes, having been circulated previously were taken as read. With the addition of two actions under point 7.1 (PO) and 7.2 (FC) it was PROPOSED by Lorna Goldsmith and SECONDED BY Pat O'Shea and CARRIED UNANIMOUSLY that the minutes be signed as a correct record.	
5. <u>Matters Arising</u>	
7.1 Conflict of Interest Forms to be issued to SG, SH and BW.	PO
10. Quiz Evening – date set for Saturday 27 <sup>th</sup> April 2019.	
11.1 Annual meeting with Regular Users to be scheduled for September 2019.	PO
11.2 Awaiting input from FC	FC
11.3 AS to be invited to join as a Volunteer and sent the normal paperwork.	PO
13.1 PO to contact Parish Council re state of the path around the Village Hall.	PO
12.5 PAT Testing – List of equipment to be tested with BW. Lorna goldsmith to bring tester down from the School approx. 1 pm	
6.4 Review done, in future check to be undertaken by Trustee.	
8.2 Evening Pilates Class starting.	
9.1 Roofing Contractor advised that the two jobs recommended would be undertaken at the same time in the coming summer.	
9.4 Review of heating solutions for the Doré Room kitchen in progress – possibility is that additional gas convector heaters will be required.	
6. <u>Financial Position</u>	
6.1 General Account £12,533.29	
Improvement Account £ 307.33	
Both figures as at 31.12.2018.	
General Account at end Jan - £14,523.16 but the insurance renewal and door works payments not yet included.	

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|------|--|------------|-------|
|      | Improvement Account  | £ 1,081.33 |       |
| 6.2  | Changes to NatWest mandate now with the bank – still awaiting confirmation that changes have been adopted.   |            |       |
| 6.3  | Hampshire Trust account in process of being set up.  |            |       |
| 7.   | <u>Conflict of Interest and DP Updates</u>   |            |       |
| 7.1  | GDPR Data forms to be re-issued to current users for update (PO/LG/FC/RG/BW )  |            | PO    |
| 8.   | <u>Bookings</u>  |            |       |
| 8.1  | Regular Bookings still at 7.8% above last year.  |            |       |
| 8.2  | Pilates class running since October – average attendance 4, continue to monitor attendance until the end of the quarter and review. Possibility of starting an evening Pilates Class.  |            | RG    |
| 8.3  | One off bookings – 6 requests received over the past 6 weeks. Currently at 71% of last year.<br>11 one off bookings remain (one off repeat bookings) list to be circulated to arrange cover.   |            | ALL   |
| 8.4  | Other Bookings – Pilates Class on Wednesday evenings starting 20 <sup>th</sup> March 7.30 – 8.30pm.  |            |       |
| 8.5  | PC meeting in January had left the Doré Room in an unacceptable state. Parish Clerk had been advised that if there is any repeat they may have to pay a security deposit in accordance with the Hall Booking T's and C's.  |            |       |
| 9.   | <u>Hall Fabric</u>   |            |       |
| 9.1  | Roof Repair – still waiting for contractor but better now to wait for improved weather to carry out the 2 jobs identified in the Annual Inspection and have them done in one visit. The one task remaining re treatment of the edges of the panels to be undertaken in 2020. |            | RG    |
| 9.2  | Thumbscrew locks to be installed in Chanctonbury Room door locks – now installed.  |            |       |
| 9.3  | Doré Room replacement doors – both now fitted and keys to the front door being circulated. Contractor to return to fit the restraining bar which had been omitted. Security Chain also to be fitted. Security chain installed in interior already broken.                    |            |       |
| 9.4  | Heater in the Doré Room kitchen has failed and must be replaced possibly with a gas heater which would be more economical than electric. Proposal being prepared.  |            | RG    |
| 9.5  | Improvements – some lights still being left on after Hall use. It was PROPOSED BY Pat O'Shea and SECONDED by Lorna Goldsmith that a PIR be fitted in the Green Lobby. CARRIED UNANIMOUSLY. Now fitted.   |            | BW    |
| 9.6  | The hot water pipes from the boiler to various areas of the hall are currently not lagged. BW investigating options and costs to include cosmetic concealment.   |            | BW    |
| 9.7  | Redecoration plans – external repainting/weatherproofing especially of Doré Room to be scheduled for the better weather.   |            | BW    |
| 10.  | <u>Event Planning</u>  |            |       |
|      | Quiz date set for 27 <sup>th</sup> April, Meeting with Regular Users to be set in September.   |            | LG/PO |
| 11.  | <u>Recruitment of Volunteers and Trustees</u>  |            |       |
| 11.1 | New W.I. Rep to attend next meeting. Mrs Sue Stuart-Scott had been welcomed and given Trustee declaration forms to complete and return.  |            |       |

- 11.2 AS to be invited to join as a Volunteer and to be tasked with establishing what people want to use the Village Hall and what for, also to establish a network group of people with the aim of circulating a Welcome Pack from the Village Hall to people in the village (current and new residents).
12. Review of Compliance Issues
- 12.1 Rent review - RG to prepare comparison data and circulate. PO to take over task for next year. RG
- 12.2 Maintenance Plan – RG ran through the document explaining the rationale behind the various tasks. Document can now be approved. It was important that the projected works be reviewed regularly, especially exterior works. Out of the review would come the schedule of work for BW. ALL
- 12.3 Entrust form received for completion. PO
- 12.4 Insurance Renewal – should have been received by PO- RG to contact insurers to establish date and method. RG/PO
- 12.5 PAT Testing – will now be carried out February 21<sup>st</sup> – LG to contact BW with list of equipment to be assembled in the Doré Room for the inspection. See matters Arising above.
13. Review of Hire Charges  
Paper circulated by RG showing updated figures, following review and discussion it was PROPOSED BY Lorna Goldsmith and SECONDED by Freya Carter that the recommended increased set out in the attached paper be implemented wef 1.4.2019. CARRIED UNANIMOUSLY.
14. Use of G Suite  
Various difficulties being experienced were discussed and advice given which should rectify. Any further difficulties to be highlighted.
15. Recruitment of Volunteers and Trustees
- 15.1 Two possible volunteers identified by FC no longer available.
- 15.2 PO still to contact Gina Condie. PO
- 15.3 Freya Carter regretfully submitted her resignation wef April 2019.
13. Any Other Business
- 13.1 Trustee Board Terms of Reference – it was PROPOSED BY Lorna Goldsmith and SECONDED BY Pat O'Shea that the updated discussed be incorporated and the revised document issued. CARRIED UNANIMOUSLY.
- 13.2 Gas Safety Inspection – diarise for July.
- 13.3 RG working on a 'How To' guide re administration of the IT site for PO. RG
- 13.4 Distribution of Minutes and Agenda for future meetings. It was agreed to re-instate individual delivery to the Parish Council. PO
14. Review of Compliance Issues
- 14.1 Document updated.
- 14.2 Hallmark Standard – renewal due in March – AIRS to be contacted to establish what would be involved. PO

15. Any Other Business

15.1

Renewal of website software – RG had paid for the renewal (3 years) - £345. It was PROPOSED by Lorna Goldsmith and SECONDED by Pat O'Shea that Expense claim submitted be approved. CARRIED UNANIMOUSLY.

15.2

Changes to Trustee Terms of Reference – it was PROPOSED by Freya Carter and SECONDED by Pat O'Shea that the amended Trustee Board Terms of Reference document to be adopted and circulated. CARRIED UNANIMOUSLY.

16. Date of the Next Meeting

The next meeting will be held in the Doré Room on Wednesday 6<sup>th</sup> March, 2019 at 7.30 pm.

PO/s

07-02-2019

Distribution: Those present  
Parish Council.

*Lorna Goldsmith*  
6/3/19.