

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held Wednesday 6th March
at 7.30 pm in the Doré Room at 7.30 pm

PRESENT: Lorna Goldsmith (Chair)
Pat O'Shea (Secretary)
Rob Gerig
Sue Stuart-Scott
Sue Goss (part time)

<u>Item</u>	<u>Action</u>
1. <u>Election of Chairman</u> In the absence of Freya Carter, it was PROPOSED by Pat O'Shea and SECONDED BY Sue Stuart-Scott that Lorna Goldsmith be appointed Chair for this meeting. CARRIED UNANIMOUSLY.	
2. <u>Declarations of Interest</u> Pat O'Shea declared an interest in item 9.	
3. <u>Apologies for Absence</u> Apologies had been received from Freya Carter.	
4. <u>Minutes of the Meeting Held 6th February, 2019</u> The minutes, having been circulated previously, were taken as read. It was PROPOSED BY Lorna Goldsmith and SECONDED BY Sue Stuart-Scott – CARRIED UNANIMOUSLY.	
5. <u>Matters Arising</u>	
6.4 System required for regular check on invoices raised by a Trustee required.	PO
11.1 Conflict of Interest forms to be re-issued.	PO
9.4 Awaiting proposal for heater from the plumber.	RG
10. Quiz evening – Poster/Flyer for April Quiz required, Rob Gerig to supply copy of previous one.	RG/LG
12.3 Entrust Form – requires completion.	PO
13.4 Distribution of Minutes – approved copy of minutes to be sent to the Parish Council.	PO
14.2 Pat O'Shea to contact AIRS re renewal of Hallmark Standard.	PO
5. <u>Financial Position</u>	
5.1 General Account - £4,359.39 at end February	
Improvement Account - £1,026.33 at end February	
Hampshire Trust Bank	
Savings Account - £5,000.00 at end February	
5.2 De-Registration for VAT had been applied for and confirmed by HMRC but awaiting written confirmation that there is no outstanding liability.	SG
6. <u>Conflict of Interest and Data Protection Updates</u> Forms with Explanatory Notes) to be distributed to all Trustees and Volunteers by end April for update to reflect changes following introduction of G Suite.	PO



7. Bookings
- 7.1 One off bookings just over 70% of last year. Regular Bookings – 7.2% up on last year. PO
- 7.2 One Off Job Description to be sent to Sue Stuart-Scott who had offered to handle to show rounds at the Hall. Paperwork would have to be handled by someone else.
- 7.3 Pilates class running on Fridays now starting to pay regular hire charge as numbers have increased sufficiently. Wednesday evening class to start from 20 March – 7.30 pm.
- 7.4 Remaining One Off Bookings - 13 remain – Rob Gerig to send out booking forms for the existing one off bookings so suitable cover can be arranged. ALL
- 7.5 Chanctonbury Science Group – now setting up their own tables and chairs. They also use the projector and the microphone. Bryon Winslade arranging to fit the speaker and microphone to be available on the stage. BW
- 7.6 Hive Club – awaiting review of their income figures for last year – arrangement is that WVMH take 50% of their profit – should be available in April.
- 7.7 Pilates Class – review of numbers for the Wednesday Class. Pat O’Shea will pick this up from Rob Gerig. RG/PO
8. Hall Fabric
- 8.1 Contract for the roof work – the two outstanding jobs + the annual inspection being undertaken at the same time will save some £300, estimated cost £3600.00 + VAT. It was PROPOSED by Pat O’Shea and SECONDED BY Lorna Goldsmith that this be agreed. CARRIED UNANIMOUSLY.
- 8.2 Door replacement – completed but second door chain broken. The Hive Club will now be responsible for replacing the chains.
- 8.3 Heater in Doré Room kitchen – awaiting response from the plumber.
9. Recruitment of Volunteers and Trustees
- 9.1 Need to arrange another meeting with Regular Users – sometime in May. LG/PO
- 9.2 Pat O’Shea advised she had two possible recruits to the Trustee Board and was awaiting their response. PO
10. Review of Compliance Issues
- As Freya Carter was unable to be present this item deferred to the next meeting. FC
11. Any Other Business
- 11.1 Need to review and update the points of contact at the next meeting. ALL
- 11.2 Rob Gerig will no longer attend Trustee Board meetings.
12. Date of the Next Meeting
- The next meeting will be held on Wednesday 3rd April, 2019 at 7.30 pm in the Doré Room.

PO/s 28-3-2019

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