Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on
4th September, 2019 at 7.30pm in the Doré Room

PRESENT: Pat O'Shea (Hon Secretary)
Tracey Slaughter
Sue Stuart-Scott (In the Chair)

Item		Action
1.	Declarations of Interest There were no declarations of interest.	
2.	Apologies for Absence Apologies had been received from Lorna Goldsmith and Roger Ball. In the absence of Lorna Goldsmith it was PROPOSED BY Pat O'Shea and SECONDED BY Tracey Slaughter that Sue Stuart-Scott be elected Acting chairman for the meeting. CARRIED UNANIMOUSLY.	
3.	Minutes of the Meeting Held on 22nd August, 2019 The minutes had been circulated prior to the meeting and were taken as read. It was PROPOSED BY Tracey Slaughter and SECONDED BY Sue Stuart-Scott that the minutes were a correct record and be signed by the Acting Chairperson. CARRIED UNANIMOUSLY.	
4.	Matters Arising	
4.1	Meeting Held 7th August – there were no matters arising.	
4.2	Meeting held 22nd August – there were no matters arising not covered by agenda items.	
5.	Financial Position In the absence of Roger Ball, Tracey Slaughter reported the following balances:- General Account - £11,648.38 as at 2.9.19 Improvement Account - Balance not available at the meeting Hampshire Trust Account - £ 5,000.00	
6.	Bookings One Off Bookings – total (including Fund Raising Events) - £3,287.94 – 89.6% of previous year's total. The Sunday morning Yoga Class had now ended. Possible new user – Dancing for All – still trying to find a suitable date.	
7.	Hall Fabric	
7.1	Gas Heaters – locate annual certificates	PO
7.2	Electric Heaters for the Doré Room kitchen now installed and old radiator disposed of.	
7.3	Window Locks – Doré Room – 2 new locks had been provided FOC by the supplier. Bryon will fit ASAP.	
7.4	Water Leak – ongoing pending Roger Ball's return from holiday.	
7.5	Decorating Schedule awaited for the remainder of the year.	

8. Event Planning

8.1 Awaiting LG – Friday 13th December suggested date for 100 Club Party – Chanctonbury Room required 5 – 10.30 pm. Music to be provided by BW. PO

8.2 Film Night – meeting with BW on 9th Sept to test Projector and sound system. LG

8.3 Bingo Evening – awaiting LG.

8.4 Table Top Sale – Tracey Slaughter to make further enquires to establish if suitable stall holders could be recruited. TS

9. Hive Club

A meeting had been held with the Hive Club reviewing last year's figures and agreeing the rate for the September term to be paid monthly. Attendance figures for this term to be reviewed.

10. Recruitment of Trustees and Volunteers

On-going.

11. Review of Compliance Issues

11.1 Asset Register Stocktake completed on 28th August. Asset List to be re-valued. Following the stocktake it was agreed that a re-count of the glasses and cutlery was required and that various items of non hall property should be disposed of. PO/TS/LG

12. Any Other Business

12.1 Use of Car Park – on-going problems with unauthorised parking and inconsiderate parking. Possibility of having the car park painted with white lines to designate parking slots. Parish Council to be consulted. PO

12.2 Disabled Ramp – the key is currently kept in the Chanctonbury Room kitchen. This to be changed to the Doré Room kitchen. Suitable place to be found. ALL

13. Date of the Next Meeting

The next meeting will be held on Wednesday 2nd October at 7.30pm in the Doré Room.

PO/s 29-9-2019

Gladsmith
2/10/19