

Minutes of the Meeting of the Board of Trustees of Washington Village Memorial Hall  
Held on Tuesday 18<sup>th</sup> August, 2020 in the Dore Room at 7.30 pm.

Present: Lorna Goldsmith (Chairman)  
Pat O'Shea (Secretary)  
Sue Stuart-Scott

In attendance: Rob Gerig

<u>Item</u>	<u>Action</u>
1. <u>Declarations of Interest</u> Pat O'Shea and Sue Stuart-Scott declared an interest in item 5.2 – Hire Rates.	
2. <u>Apologies for Absence</u> Apologies had been received from Tracey Slaughter.	
3. <u>Minutes of the Meeting Held on 5<sup>th</sup> March, 2020</u> The minutes, having been circulated earlier, were taken as read and it was PROPOSED by Lorna Goldsmith and SECONDED by Sue Stuart-Scott that they be agreed as a correct record. CARRIED UNANIMOUSLY.	
4. <u>Matters Arising</u>	
4.1 Music Licence – see Item 5.4	
4.2 See item 5.2	
5. <u>Financial Position</u>	
5.1 Rob Gerig had attended the meeting and had offered to rejoin the Board of Trustees and take on the role of Treasurer and look after Regular Users. It was PROPOSED by Pat O'Shea and SECONDED by Lorna Goldsmith that this be agreed with immediate effect. CARRIED UNANIMOUSLY.	
5.2 Bank Mandate – Tracey Slaughter to be asked to prepare bank mandate for NatWest accordingly.	TS
5.3 Bank Balances at 17-08-2020	
General Account: £15,157.62	
Improvement Account: £ 1,428.33	
Hampshire Trust Account: £ 5,049.00	
5.4 Rob Gerig suggested a funds transfer as follows:- Transfer £800 from the Improvement Account to the General Account. Transfer £7,000 from the General Account to the Hampshire Trust Account, PROPOSED Rob Gerig, SECONDED Lorna Goldsmith, CARRIED UNANIMOUSLY.	
5.4 Hire Rates – the rate increases agreed at the meeting held on 5 <sup>th</sup> March had been withdrawn and as a result of the Covid Situation and subsequent shut down of the hall it was agreed that the hall rates should remain as they had been for the year ended March 2020 with the one exception of the slight change to the hire of both rooms for 4 hours. These rates to apply until 31.03.2021. PROPOSED Rob Gerig, SECONDED Pat O'Shea, CARRIED UNANIMOUSLY. Copy of Hire rates attached.	
5.5 PRS/PRL Licence Situation – further examination of the Licence conditions by Rob confirmed our original belief that we did not require the PRL licence – provided no music was played at TB run events (e.g. 100 Club Social). Copy of the paper provided in support of this argument attached. It was PROPOSED	



- by Rob Gerig and SECONDED BY Pat O'Shea that we should pay only the PRS element for 2021 and that a detailed letter be sent to PRS/PRL defining our position be sent. Should the matter not be resolved then we had recourse to appeal to the Ombudsman. CARRIED UNANIMOUSLY. It was also PROPOSED by Lorna Goldsmith and SECONDED by Pat O'Shea that the Trustee Board would not use recorded music at any event they organised in the future. CARRIED UNANIMOUSLY.
- 5.6 Approval of Draft Accounts for the year ended 31-03-2020 – it was PROPOSED BY Sue Stuart-Scott and SECONDED BY Lorna Goldsmith that the draft accounts submitted to the meeting, copy attached, be agreed and forwarded to the Auditor for examination. Approval was also sought for the Ex Gratia payment of £150 for the auditor. CARRIED UNANIMOUSLY. The accounts showed a small bar stock figure of £21.22 – this stock was now out of date and should be scrapped. PROPOSED Pat O'Shea, SECONDED Lorna Goldsmith, CARRIED UNANIMOUSLY.
- 5.7 Approval of Budget for ye March 2021. The draft budget was circulated – the figures assume no one off hires for this year and the figure of £11K for Regular Users was based on people taking up their bookings from September.
6. Covid 19 Status  
The Guide to Use of the Village Hall under Covid 19 Restrictions had been circulated for approval. It was PROPOSED by Pat O'Shea and SECONDED BY Lorna Goldsmith that this document be approved. CARRIED UNANIMOUSLY.
7. Hall Fabric
- 7.1 It was PROPOSED by Pat O'Shea and SECONDED by Lorna Goldsmith that quotations be sought for inside and outside redecoration work required for consideration. CARRIED UNANIMOUSLY. RG
- 7.2 Roofing contractor to be contacted re existing leaks. RG
- 7.3 It was agreed that the replacement of the fluorescent light fittings with LRD fittings continue on an as required basis.
8. Review of Documents
- 8.1 Health and Safety Risk Assessment and Fire Risk Assessments – inspections completed and documents to be updated. LG
9. Any Other Business
- 9.1 Expense Claim Procedure – Pat O'Shea submitted an expense claim covering some expenses incurred. All expenses incurred by Trustees on behalf of the hall must be accompanied by this expense form which can be authorised for payment by the Trustee Board. ALL
- 9.2 Date for AGM – it was agreed to defer the AGM until October/November time.
- 9.3 School Lane Café – Rob Gerig reported that payments for the last two quarters were extremely late. It was PROPOSED by Rob Gerig that a formal letter be written to the administrators reminding them that they are already being given a preferential rate and that under the Conditions of Hire require payment to be made within one month and if they continue to be late in paying then two options will be considered 1) Payment be required in advance, or 2) payment will be required monthly. SECONDED Lorna Goldsmith, CARRIED UNANIMOUSLY. RG

- 9.4 Utility Review – awaiting quotations for Gas and Electricity from Opus to enable a comparison of rates. RG
- 9.5 Gas Safety Inspection – now due – Rob Gerig to contact contractor. RG
- 9.6 5 Year Major Electrical Wiring Inspection - this is due in September, Rob Gerig to contact usual contractor to arrange. RG

10. Date of the Next Meeting

It was agreed to resume monthly meetings on the first Wednesday of each month so the next meeting will be held on Wednesday 2<sup>nd</sup> September at 7.30pm in then Dore Room.

PO/s  
27-08-2020

*Hadsmith*  
2/9/20