

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on 2nd September, 2020

Present: Lorna Goldsmith (Chair)
Pat O'Shea (Secretary)
Rob Gerig
Tracey Slaughter

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> There were no apologies for absence. Sue Stuart-Scott was absent.	
3.	<u>Minutes of the Meeting Held 16th August, 2020</u> The minutes, having been circulated previously, were taken as read. It was PROPOSED by Lorna Goldsmith and SECONDED by Rob Gerig that the minutes are agreed as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
7.2	Roofing contractors coming on 8 th September for inspection of the roof.	
9.3	School Lane Café – letter sent re late payment, apologies had been received for the late payment. Future invoices to be sent to a different address which should help to improve the situation.	
9.4	Utilities review - all agreed and ready to go when relevant contracts expire.	
9.5	Gas Safety Inspection – will take place on 7 th September, 2020.	
9.6	5 Year Major Electrical Inspection – 3 rd October, 2020.	
5.	<u>Financial Position</u>	
5.1	General Account: £8,485.23 Improvement Account: £ 613.33 Hampshire Trust: £12,048.77	
5.2	Bank Mandate to add Rob Gerig as signatory. Mandate form duly signed and ready to be taken into NatWest by Rob Gerig.	
5.3	Expense Claims – all expense claims now reconciled with annual accounts.	
6.	<u>PRS/PRL Licence</u> Letter had been sent Recorded Delivery – no response yet. PRS section has been paid, leaving only the PRL item in dispute.	
7.	<u>Bookings</u>	
7.1	Regular Users – gradually returning - Pilates x 2, HTM, Adult Ballet, another Pilates group and W.I. starting wc 7-9-2020. Also a Fitness Class considering starting with 1 hr per week. Parish Council meetings not resuming in the Hall until the New Year.	
7.2	One-Off Bookings – all cancelled apart from the Running Club. Need clarification of whether Parkinsons Group will be in as if not the Running Club could come in earlier. Rob to check with Parkinsons. It was agreed that the Running Club could go ahead subject to the contact information being supplied promptly.	
7.3		



8. Covid-19 Status
Rob Gerig PROPOSED that the current terms of use need updating to include use of separate tables and family groups. SECONDED Tracey Slaughter – CARRIED UNANIMOUSLY.
9. Hall Fabric
- 9.1 See Matters Arising Item 7.2
- 9.2 Redecoration – Richard Bean to supply availability dates – first priority to be the outside work required. RG
- 9.3 Half Step and handrail for Doré Room – Rob to contact TJM contractors to re-validate their quote. RG
10. Review of Documents
- 10.1 Fire Risk Assessment – all queries resolved – this covers ye 18/19. Next assessment required for ye March, 2020. LG
- 10.2 H&S Policy documents to be amended and sent to Lorna for signature. LG
Hand rail outside rear fire exit needs replacing. Lorna to update documents and re-circulate. RG
LG
11. Any Other Business
- 11.1 Hall Cleaner wishes to take the balance of her holiday entitlement (21 hours) – dates to be agreed.
- 11.2 Terms of Reference – Annexe C – Review of Plans, Policies and Procedures to be updated to include the month of renewal. Rob to prepare a draft and circulate prior to the next meeting. RG
- 11.3 Requirement for a Trustee to check the charities accounts. Pat O’Shea to undertake. PO
- 11.4 It was PROPOSED by Rob Gerig that all activities relating to money be returned to RG as Treasurer. SECONDED – Lorna Goldsmith – CARRIED UNANIMOUSLY.
12. Date of the Next Meeting
The next meeting will be held in the Dore Room on Wednesday 7th October at 7.30 pm.

PO/s
23-09-2020

Lorna Goldsmith
7/10/20