

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on
4th November, 2020 at 7.30 pm in the Doré Room

Present: Lorna Goldsmith (In the Chair)
Rob Gerig, (Treasurer)
Pat O'Shea (Secretary)
Tracey Slaughter,
Alison Milner-Gulland

<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. Mrs Alison Milner-Gulland was welcomed to the meeting as the new Representative for Washington W.I. replacing Sue Stuart-Scott.	
3. <u>Minutes of the Meeting Held 7th October, 2020</u> The minutes of the meeting had been circulated in advance and with the amendment of altering item 10.1 Fire Risk Assessment – ye March 2018/2019 completed, assessment for ye March 2020 to be completed, to be amended to read ye March 2019/2020 completed, assessment for ye March 2021 to be completed. With this amendment it was PROPOSED by Tracey Slaughter and SECONDED BY Lorna Goldsmith that the minutes be agreed as a correct record and signed as a correct record. CARRIED UNANIMOUSLY.	
4. <u>Matters Arising</u>	
11.1 Short Mat Bowls equipment. It was agreed that a previous member of the SMB be permitted to buy such items as required at a suggested price of £150. Irene Thomson to make contact with the member accordingly.	
11.3 Trustee check of accounts – Pat O'Shea will complete by end of this week.	PO
5. <u>Financial Position</u>	
5.1 Balance at the Bank at 31.10.2020	
General Account £6,797.34	
Improvement Account £ 498.33	
Hampshire Trust £12,048.77	
5.2 Accounts for the financial year ended 31.3.2020 have now been signed off by the Independent Examiner (Ted Merrikin) with no comments. The AGM had to be deferred due to Covid 19. Meeting to be held as soon as regulations permit. Chairman's Report to be prepared.	LG
5.3 Note of thanks and flowers to be sent to Sue Goss regarding her work in getting the year end accounts finalised.	LG
5.4 Payment to be made to Ted Merrikin of £100 as agreed.	RG
5.5 Financial records now all electronic with exception of expense claims but these will be switched to electronic in due course.	
5.6 100 Club – letter to be sent to members who still pay by cheque or cash requesting they consider changing to Standing Order.	LG/PO

LG

- 5.7 100 Club - List of September, October and November winners to be submitted to Sue Goss, Rob Gerig and Bryon Winslade. LG
- 5.8 100 Club – The couple of un-presented cheques from previous 100 Club prize winners to be cancelled. PROPOSED Lorna Goldsmith SECONDED Rob Gering – CARRIED UNANIMOUSLY. LG/RG
- 5.9 100 Club – Members to be asked if they would accept payment of prizes to be made direct into their bank accounts. LG/PO
- 5.10 100 Club – Consideration to be given to a promotional effort for new members in the New Year. LG/PO
- 5.11 100 Club Christmas Draw – in lieu of Christmas Party it was PROPOSED by Tracey Slaughter and SECONDED by Lorna Goldsmith that an additional £50 worth of prizes be awarded making it £100, £20, £15, £10 (normal) and 5 additional £10 prizes. CARRIED UNANIMOUSLY.
6. Bookings
- 6.1 Regular bookings – a few new – Yoga starting on Monday, Line Dancing on Thursdays, 1 dog handler (private use), Rock Pilates starting another session just before the start of the 2nd Lockdown.
- 6.2 One off users – no change to status.
7. Covid 19 Status
With effect from 5th November, the Hall will be closed again until 2nd December, 2020.
8. Hall Fabric
- 8.1 Doré Room exterior – paint purchased and date for work to commence to be arrange – subject to weather.
- 8.2 Roof – contractors will be back for 12/13 November, weather permitting.
- 8.3 Half Step and Hand Rail to Doré Room – awaiting PC approval. Rob Gerig to contact the Parish Clerk. RG
- 8.4 5 Year Electrical check – Rob Gerig awaiting for date from contractor – preferred if the work could be done during November, 2020.
- 8.5 Chanctonbury Room floor to be checked – potential issue recurring.
- 8.6 Hand rail outside the Fire Exit - BW waiting on dry weather.
9. Review of Documents
Calendar to be established to cover documents to be reviewed to ensure nothing overlooked. RG/PO
10. Any Other Business
There was no other business.
11. Date of the Next Meeting
2nd December, 2020. 7.30pm in the Doré Room. As Lockdown will have ended date to revert to the first Wednesday in the month. January meeting (and subsequent meetings) will be held at 2.30 pm in the afternoon on the first Wednesday of the month.

PO/s

22/11/2020

Lorna Goldsmith
21/12/20