

Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on 7th October, 2020

Present: Lorna Goldsmith (Chair)
Pat O'Shea (Secretary)
Tracey Slaughter
Sue Stuart-Scott

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> Pat O'Shea and Tracey Slaughter declared an interest in item 7.1	
2.	<u>Apologies for Absence</u> .Rob Gerig had sent apologies for absence but had provided various documents and updates for consideration.	
3.	<u>Minutes of the Meeting Held 2nd September, 2020</u> The minutes, having been circulated previously were taken as read. It was PROPOSED by Tracey Slaughter and SECONDED BY Lorna Goldsmith that the minutes be adopted as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
5.3	Bank mandate adding R. Gerig as signatory - waiting on Rob Gerig going in to Worthing.	
6.	PRS Licence matters – finally resolved.	
7.2	Roofing contractor – was due 8 th Sept but new date had to be arranged.	
7.3	Running Club can have access from 11 am.	
9.2	Quotation provided for exterior decoration of the Hall. It was PROPOSED BY Pat O'Shea and SECONDED by Lorna Goldsmith that Option 2 be adopted to be carried out as soon as weather permits. Option 1 to be undertaken at some time in the future.	
9.3	Quotation for half Step and Handrail to the Doré Room – quotation accepted – work to be completed ASAP.	
9.5	Gas Safety Inspection – completed.	
9.6	5 Year Major Electrical Inspection – new date to be agreed.	
10.1	Fire Risk Assessment ye March 2018/2019 completed, assessment for year ending March 2020 to be completed.	LG
10.2	BW to install new handrail outside rear fire exit this week.	
11.2	Terms of Reference – on going	RG
11.3	Trustee check of accounts – PO to complete.	PO
5.	<u>Financial Position</u> Figures as at 30 th September, 2020	
5.1	General Account: £6,776.52 Improvement Account: £ 558.33 Hampshire Trust: £12,048.77	
6.	<u>PRS/PRL Licence</u> See under Matters arising.	



7. Bookings
7.1 Regular Users – an enquiry had been received about possible new dog training classes, further details awaited.
7.2 One Off Users – not being accepted at present.
8. Covid-19 Status
No change
9. Hall Fabric
9.1 Roofing work – awaiting new date.
9.2 Redecoration work – exterior work to be undertaken ASAP see under Matters Arising.
10. Review of Documents
On-going
11. Any Other Business
11.1 Short Mat Bowls – The members of the Short Mat Bowls Club had kindly offered their remaining equipment to the Hall with a view to someone re-starting SMB in the future. It was PROPOSED BY Pat O’Shea and SECONDED by Lorna Goldsmith that the offer be accepted. CARRIED UNANIMOUSLY. PO
11.2 Time of the Trustee Board Meetings – it was agreed that with effect from January 2021 Trustee meetings would take place in the afternoon rather than the evenings.
11.3 Date to be arranged for HDC review of the hall facilities. PO
11.4 100 Club – consideration to be given to what could be done in lieu of the Christmas Party. LG/PO
12. Date of the Next Meeting
The next meeting will be held in the Dore Room on Wednesday 4th November, 2020

PO/s
31-10-2020

Lorna Goldsmith
4/11/20