

Minutes of the Meeting of the Board of Trustees
of Washington Village Memorial Hall
Held on 2nd December 2020 at 7.30 pm in the Doré Room

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

<u>Item</u>	<u>Action</u>
1. <u>Declarations of Interest</u> There were no declarations of interest.	
2. <u>Apologies for Absence</u> None received but AM-G not in attendance.	
3. <u>Minutes of the Meeting Held on 4th November, 2020</u> The minutes of the meeting having been circulated previously, were taken as read. It was PROPOSED by Lorna Goldsmith, and SECONDED by Tracey Slaughter that the minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4. <u>Matters Arising</u>	
11.1 Sales of some of the Short Mat Bowls equipment, cancelled, all equipment is now the property of the Village Hall.	
11.3 Trustee examination of accounting records now completed.	PO
5.2 Chairman's Report – LG to prepare. AGM aim for a date of 3rd February, 2021 at 7.30 pm, details to be finalised at January meeting. Notice of AGM to be posted on WVMH Website, Facebook page and emailed to 100 Club members and Regular Users.	LG
8.3 Half Step at Doré Room front door – Parish Council have approved in principle but require a Risk Assessment which has now been prepared and will be submitted to the PC.	RG
8.4 5 Year Electrical Check – completed.	
8.6 Hand rail at rear of the hall – still awaiting suitable spell of dry weather.	BW
5. <u>Financial Position</u>	
5.1 It was PROPOSED BY Rob Gerig and SECONDED BY Pat O'Shea that £5K be transferred from The Hampshire Trust Account to the General Account to cover anticipated payments in the first quarter of the year. CARRIED UNANIMOUSLY.	RG
5.2 General Account: £ 6,221.72 Improvement Account: £ 468.33 Hampshire Trust Account: £12,048.77 (before transfer noted above)	
5.3 Employee Pay – the rate for the cleaner's role to be increased in line with the Living Wage Foundation rate and will be increased by .53% with effect from 1 st December. The caretakers rate will be increased by the same percentage. PROPOSED by Rob Gerig, SECONDED by Tracey Slaughter, CARRIED UNANIMOUSLY.	RG
5.4 Expenses of £400+ for website licences due which will cover the next 3 years. It was PROPOSED by Rob Gerig and SECONDED by Lorna Goldsmith that the 3 year option be taken. CARRIED UNANIMOUSLY.	

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5.5 Cash Flow – document showing cash flow forecast for the next 3 months circulated and discussed. Rob Gerig PROPOSED and Pat O'Shea SECONDED – CARRIED UNANIMOUSLY.

5.6 PRS licence renewal due in January, our account is currently in credit.

6. Bookings

6.1 Regular Users – one off dog trainer sessions now finished. Pudding Club restarted in December and hopefully Cadillac Country will be restarting soon.

6.2 One Off Users – all cancelled. The Parish Council have requested use of the Doré Room for a private meeting in January – an afternoon date to be agreed.

7. Covid 19 Status

7.1 Lockdown finished and the hall will be re-opening.

7.2 Current Covid documentation to be updated to include 'Bubbles'

RG

7.3 Cadillac Country wish to hold an event and had submitted documents to be sent to all attendees detailing Covid regulations and procedures to be followed. It was PROPOSED by Rob Gerig and SECONDED by Lorna Goldsmith that their attendance document be accepted. CARRIED UNANIMOUSLY.

7.4 It was agreed that there should be no exception to the use of the kitchen in the run up to Christmas except in the case of a local power emergency.

8. Hall Fabric

8.1 Roof inspection took place in November, recommendations as follows:-

.1 Gutters – sealant on the gutters needs to be replaced.

.2 Rusting on the roof edging where the edges were cut when installed – these edges need to be treated.

.3 Fixing of the roof panels to the wooden beams are the wrong type and need replacing.

Total works cost estimated at £6,000.

8.2 Chanctonbury Room floor – hopefully no further change since November.

8.3 Re-decoration – on-going.

8.4 Some minor remedial work required following the 5 year electrical check.

9. Task List

9.1 PAT testing, booked for 29th ^{December 2020} January – 11.30 am. LG and RG to meet to carry out Fire Risk Assessment and H&S Review on the same date.

9.2 Insurance Renewal – due beginning January 2021. We need to decide whether to proceed with a 1 year policy or a 3 year again - review to be undertaken.

RG

10. Review of Documents

10.1 Trustee Terms of Reference – only change is new Table of Reviews agreed in November and the review of documents be added as an agenda item to regular Trustee Meetings.

10.2 Policy on Alcohol – it was PROPOSED by Rob Gerig and SECONDED BY Lorna Goldsmith that the policy be adopted. CARRIED UNANIMOUSLY. In this policy document, the Trustees need to review the terms of the licence. Revisit and note in the minutes when completed. Para 3 of the policy refers to 21st Birthday Parties which we no longer accept, this item to be removed.

RG/PO

10.3 Policy on the Supply of Alcohol Free of Charge – no changes, it was PROPOSED BY Rob Gerig and SECONDED BY Pat O'Shea that the review be accepted – CARRIED UNANIMOUSLY.

10.4 Conditions For Selling Alcohol – no changes required. It was PROPOSED BY Rob Gerig and SECONDED BY Tracey Slaughter that the review be accepted – CARRIED UNANIMOUSLY.

11. Any Other Business

11.1 Waste Collections – change to one collection each of general and re-cycled per month starting week 3 of December, nothing over Christmas, continuing week 3 of January.

11.2 An envelope containing £20 addressed to Rob Gerig had been found in the letter box. Source cannot be identified so it will be passed to The Bookkeeper to bank as a donation to the Hall.

11.3 Keys returned from Sarah Buddell.

12. Date of the Next Meeting

The date of the next meeting was agreed for 6th January, 2021 at 2.30 pm in the Doré Room.

NB: Following the move into Tier 4 from Boxing Day, meetings will have to be held remotely until Covid status changes.

PO/s 29-12-2020

Handwritten signature
6/1/21