

Minutes of the Zoom Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on 6th January, 2021 at 2.30 pm

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

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> There were none.	
3.	<u>Minutes of the Previous Meeting</u> Minutes of the meeting held on 2 nd December, 2020 having been circulated previously, were taken as read and it was PROPOSED by Lorna Goldsmith and SECONDED by Tracey Slaughter that they be adopted as a true record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u> 8.3 – Risk assessment for installation of the half step provided to the Parish Council. 8.6 - Hand Rail at rear of hall – awaiting dry weather. 5.1 – Transfer of funds from Hampshire Trust to the General Account completed. 5.2 – Chairman's Report – LG to complete before end of January. AGM set for Weds 2 nd February via Zoom . NB date of AGM subsequently corrected to Tuesday 2 nd February. 5.3 – Completed. 7.2 - Covid 19 situation – Hall now back in lockdown. 9.1 – Task List, PAT Testing 29 th December, not January. 9.2 – Insurance – renew for 3 year period.	
5.	<u>Financial Position</u>	
5.1	General Account - £ 3,711.91 Improvement Account - £ 587.33 Hampshire Trust - £12,048.77 Above position as at beginning of January, 2021.	
6.	<u>Bookings</u> All bookings suspended due to Lockdown, if the area eventually reverts to Tier 4 we would still be closed.	
7.	<u>Covid 19 Status</u> Hall in Lockdown.	
8.	<u>Hall Fabric</u>	
8.1	Roof – a lot of water coming in now. Assistance needed to find alternative roofing companies.	

PO/LG

- 8.2 Contractor down to do the Doré Room decorations – no response but we are waiting on weatherproofing of the Small Hall – hope to do in March.
9. Task List
- 9.1 Two items scheduled – Business Risk and Business Plan – RG to update the documents. RG
- 9.2 Entrust – Annual account submitted. TS to put the Entrust info on the website. TS
- 9.3 Hire Charges for the Coming Year – It was PROPOSED by Rob Gerig and SECONDED by Lorna Goldsmith that the hire charges remain unchanged. CARRIED UNANIMOUSLY.
10. Review of Documents
- 10.1 Fire Risk Assessment updated – PROPOSED by Pat O’Shea, SECONDED Tracey Slaughter that the Fire Risk Assessment be adopted. CARRIED UNANIMOUSLY.
- 10.2 Health and safety Policy – review completed, it was PROPOSED by Pat O’Shea and SECONDED by Tracey Slaughter that the document be adopted. CARRIED UNANIMOUSLY.
11. Any Other Business
- 11.1 Accounts to be submitted to the charity Commission. PO
- 11.2 AGM Notice to be posted on the website, Facebook page and the Noticeboard. TS/RG/
Copy to be emailed to 100 Club members and Regular Users. PO
12. Date of the Next Meeting
The next meeting of the Trustees will take place after the completion of the AGM on 2nd February, 2021.

PO/s
30-01-2021