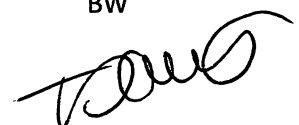


Minutes of the Meeting of the Board of Trustees
of Washington Village Memorial Hall held
via Zoom on 7th July, 2021

PRESENT: Tracey Slaughter (Acting Chairperson)
Rob Gerig (Treasurer)
Pat O'Shea (Hon Secretary)
Helen Twine

<u>Item</u>		<u>Action</u>
1.	<u>Declarations of Interest</u> There were none.	
2.	<u>Apologies for Absence</u> Apologies had been received from Lorna Goldsmith.	
3.	<u>Minutes of the Meeting Held 2nd June, 2021</u> The minutes had been circulated previously and were taken as read. It was PROPOSED by Helen Twine and SECONDED by Rob Gerig that the be agreed as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
4.1	Data Protection Officer, Rob Gerig stated that he was willing to assist with this role and Helen Twine volunteered to take on this role. Rob and Helen to discuss requirements separately.	RG/HT
4.2	Fire Drill – to be held on the occasion of the next Pudding Club Meeting – last Wednesday in August (25 th).	RG/PO
5.	<u>Financial Position</u>	
5.1	General Account £11,730.47 Improvement Account £ 1,131.33 Hampshire Trust Reserve £22,106.62 all as at 30.6.21. A further grant of £2,000 had been received following the extension of the Covid restrictions to 19.7.21.	
5.2	Increase in electricity costs – current bill will only be slightly up as consumption is so low, future bills will reflect the full increase as usage returns to normal.	
5.3	Statement of annual accounts should be available for the August meeting.	RG
5.4	Budget for the current financial year – updated to reflect reduced income from hirings due to the extension of the lockdown.	
6.	<u>Bookings</u>	
6.1	Regular Users – Parkinson UK has restarted last Saturday. Possible new booking for Martial Arts group, 4 hours per week 2 hours on a Monday evening and 2 hours on Thursday starting from September – awaiting confirmation. Have had a request for use of the Chanctonbury Room for a band practice for 1.5 hours per week. Possible conflict with Parish Council Meetings in the Doré Room. Parish Council to be contacted to discuss.	RG
6.2	One Off Users – currently hoping to restart as from 19 July. Bookings currently stand at £718.03 for the year.	
7.	<u>Covid 19 Status</u> Awaiting announcement re 19 th July.	
8.	<u>Hall Fabric</u>	
8.1	Roof – delayed due to the weather forecast now scheduled for 2 weeks' time.	
8.2	Annual gas safety inspection, scheduled for 3 rd August.	
8.3	Hand dryer in Chanctonbury Room loo to be replaced w/c 19 th July.	BW



- 8.4 Exterior re-decoration – 3 volunteers ready to undertake the lower levels of the Doré Room – probably in August. Helen Twine offered to help and Pat said she would provide refreshments for the workers. Dates to be advised ALL
- 8.5 Interior redecoration of Chanctonbury Room to wait until roof work completed.
- 8.6 Half Step to Doré Room – still waiting on contractor.
9. Review of Documents
- 9.1 Policy on Purchasing - the minor changes highlighted were adopted and the document was approved.
- 9.2 Policy on Reserves – reserve figures amended slightly – these changes were approved.
- 9.3 Review of Business Risk Management document to include columns showing actions required – actions need to be allocated. These changes were approved, some actions outstanding.
- 9.4 Review of actions in the Business Plan for 2021-22 – status updates:
para 3 – reserve in Hampshire Trust increased to £22K, repayment of £4K to be revalidated in due course. RG
para 4 – Roofing Problems – details of the roof construction to be forwarded to PO. RG
10. Any Other Business
- 10.1 Arrangements for the AGM – 30th July, 7.30pm in the Doré Room. Regular users to be emailed and notices be put on the noticeboard and website and Facebook page. RG
- 10.2 Appeal for volunteers together with questionnaire re what additional activities possible, e.g. Film Night, Bring and Buy Sale, Table Top Sale/Market. Tracey Slaughter to post message to try and elicit some responses. TS
- 10.3 AIRS Subscription – renewal of AIRS subscription received - £144 pa. document requires signature. RG/PO/TS
- 10.4 Suzanne Muddle on holiday for 3 weeks in August, will need a rota for hall cleaning – 3 cleaning sessions per week. Helen Twine mentioned someone who may be interested in taking this on. HT to find out if they are interested and if so what sort of rate they would expect. HT/RG
- 10.5
11. Date of the Next Meeting
The next meeting will take place on Wednesday 4th August at 2.30 pm in the Doré Room.

