

Minutes of the meeting of the Board of Trustees of Washington Village Memorial Hall
held on 4th April, 2022

PRESENT: Lorna Goldsmith (Chairperson),
Rob Gerig (Treasurer),
Pat O'Shea (Secretary),
Tracey Slaughter.

<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 Helen Twine.	
3.	<u>Minutes of the Meeting Held 7th March, 2022</u> The minutes having been circulated previously, were taken as read and it was PROPOSED by Tracey Slaughter and SECONDED BY Rob Gerig that they be agreed as a correct record and be signed by the Chairperson. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
6.3	Jubilee Invitation – see if Pauline Stevenson’s group would be happy to join in.	LG/PO
8.1	Business Plan – awaiting one more response. Data Protection Officer – check to	RG/P
8.2	see who nominated. Register of Interests data to be reduced to information given to One Off Users and Hosts.	O
8.3	Definition of ‘relationship’ – clarified – action completed.	
8.5	Improvements Summary – completed.	
8.7	Task List – completed.	
9.1	Cabinet in the foyer – belongs to Gina Wilmshurst – need to make contact sometime in the future.	
9.3	Mar Mtg - Tracey Slaughter still awaiting response from NatWest.	
9.3	Apr Mtg - Doré Room cooker – thermostat checked – working OK but needs a considerable time to come to correct temperature.	
5.	<u>Financial Position</u>	
5.1	General Account: £14,460.95 Improvement Account: £ 1,407.33 Hampshire Trust: £19,148.08	
5.2	It was PROPOSED BY Rob Gerig and SECONDED BY Lorna Goldsmith that no action to be taken re transfer from Improvement Account yet, to be reviewed later in the year. CARRIED UNANIMOUSLY.	
5.3	£893 to transfer into Reserves to bring to £20K. In view of possible expenditure in the coming year it was PROPOSED by Rob Gerig that any transfer to the Reserves be held until later in the year and then reviewed, SECONDED by Pat O'Shea. CARRIED UNANIMOUSLY.	
5.4	Budgets – see separate Agenda Item.	
6.	<u>Bookings</u>	
6.1	Regular Users – one possible new user – RVS considering using the Doré Room every 3 months. Question re Science Group to wait until Helen Twine’s return.	LG

- 6.2 One Off Bookings – ye 3.22 £1,489 – 59% of target. Financial year 22-23 - £2,062.95 – 47% of target. 23-24 – currently £420.
7. Hall Fabric
- 7.1 Plumber – boiler and immersion heater repaired. – investigate possibility of isolating the boiler from the water system.
- 7.2 Roof – Tim attending on 11th April to do work on gable windows – weather permitting.
- 7.3 Electrician – has list of what we want to do re lighting review – estimate to be prepared. RG
- 7.4 Suzanne Muddle – currently ill – Lyn Sympkin being contacted as stand in – awaiting her response. Lorna Goldsmith to cover Friday afternoon if LS not available. RG/LG
- 7.5 Asset Register – all the table placement numbers have disappeared,
- 7.6 Emergency Lighting and Fire Alarm – need to investigate other possible suppliers. RG
8. Solar Energy Project
- 8.1 Need to establish suitability of the roof and any possible restrictions on access to roof for maintenance.
- 8.2 Technical assistance required – Rob Gerig has one contact, Pat O’Shea to contact Eltra Electrical to check availability. RG/P
O
- 8.3 Helen Twine is gathering information from other Village Halls eg Henfield and Ashurst. HT
- 8.4 Rob Gerig has contacted 8 suppliers of solar panels with 2 more to go, must be MCS certified.
- 8.5 Financing – need someone to co-ordinate funding information – Pat O’Shea to start compiling Hit List. PO
Apply to PC for loan – possibly for internal work. Electric heaters to be purchased for the Doré Room to be used in conjunction with the gas heaters pro tem. RG
9. Document Reviews
- 9.1 Strategy – 2021-2024 – updated from last year. Item 7.3 agreed to alter comment re Reserve total of £20K. PROPOSED Rob Gerig, SECONDED Lorna Goldsmith, CARRIED UNANIMOUSLY.
- 9.2 Basic Risk Management – reputational damage or injury to people – Pat O’Shea to obtain ‘template’ for consideration. PO
- 9.3 Tracey Slaughter to prepare template for Feedback from users. TS
- 9.4 Budget 2021-22 – updated as roofing work did not take place- review agreed but donation from Village Day needs to be removed.
10. Any Other Business
- 10.1 Tracey Slaughter had received a email from Pye Entertainment -offer to be declined.
- 10.2 Personal Alarm – Contacts would be HT, LG, BW RG, TS. Pat O’Shea to advise Orbis accordingly. SM and LS contact Nos to be given to above list of contacts. PO
11. Date of Next Meeting
As the 2nd May was a Bank Holiday it was agreed that the next meeting would be held on 9th May at 2.00 pm.

PO/s 23-4-22

Hadsmith
9/5/22