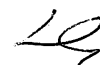


Minutes of the Meeting of the Board of Trustees of
Washington Village Memorial Hall Held on Monday 3rd April, 2023
At 2.00 pm in the Doré Room

Present: Lorna Goldsmith (In the Chair)
Rob Gerig (Hon. 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 Tracey Slaughter, still suffering from Covid but improving.	
3.	<u>Minutes of the Trustee Board Meeting Held on 3rd March, 2023</u> The minutes of the previous meeting having been circulated previously, were taken as read and with the correction of some minor typos, it was PROPOSED by Helen Twine and SECONDED by Lorna Goldsmith that the amended minutes be agreed as a correct record. CARRIED UNANIMOUSLY.	
4.	<u>Matters Arising</u>	
7.6	Date for audit of Asset Registry set for 13.4.2023.	RG/HT
6.	Second donation acknowledged. Action complete.	
10.	Annual Report and Annual Return to be filed on G Suite. Completed.	PO
11.4	Chanctonbury Floor Thank You Do very well received, photographs were well received.	
5.	<u>Financial Position</u>	
5.1	General Account: £4,253.72 Improvement Account: £1,331.38 Hampshire Trust: £19,148.08 (all figures as at end March, 2023) £10,000 to be transferred from Hampshire Trust to General Account by end April, 2023.	
5.2	Cash Flow – Monitoring on a weekly basis until receipt of the transfer from Hampshire Trust when issue will disappear.	
5.3	Budget 2022-23 – figures do not include the cost of the Chanctonbury flooring. (final total cost was £18,274). Budget 2023-24 – employee costs will increase by approx.. £1K. Utilities represent nearly 23% of total costs, fire alarm sensors will need replacing – c £400. Re-decoration of Chanctonbury Room will be required. Gas boiler and heater will need servicing but will need to be replaced shortly.	
6.	<u>Bookings</u>	



- 6.1 Regular Users – lost one Pilates class to West Chilton Hall. No new bookings, NHS now scheduled to start in August.
- 6.2 One Off Bookings
2022-23 £3,694.80 – 86% Of target.
2023-24 £2,374.30 – 59% of target.
7. Hall Fabric
- 7.1 Utility supplier now Octopus – investigate re grant funding opportunities. PO
- 7.2 Flooring – need to get the skirting boards and floor levels done.
- 7.3 Fire Alarm – need to change smoke detectors and some of the emergency lights during the year.
- 7.4 Need to establish a plan for if the boiler fails, ie change to on demand hot water heaters in the kitchen and toilets.
8. Solar Energy
- 8.1 Request blank application template for CIL grant application so we can prepare an application. PO
- 8.2 Roger Ball studying Solar Energy project documents with a view to assisting with grant applications.
- 8.3 Re-submission of application to HDC. Establish dates for next round. PO
9. Any Other Business
- 9.1 Defibrillator – some questions exist re the cost of electricity to run the defibrillator, needs to be clarified with the PC. RG
- 9.2 Quiz – to be scheduled for October on a Saturday. 7th or 21st – Lorna to confirm. LG
10. Date of the Next Meeting
The next meeting will be held in the Doré Room on 1st May, 2023 at 2 pm.

PO/s

17.4.2023

H. Gordon
1/5/23