

**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**
Charity Registration Number: 305328

Document reference: 2403

**Minutes of the Meeting of the
West Hoathly Village Hall Management Committee held on
Monday 19th February 2024 at 7:30pm in West Hoathly Village Hall**

Members

Martin Robinson (Chairman)
Ken Allfree (Vice Chairman)
Amy Marshall*

Bob Darvill
Douglas Denham St Pinnock

* denotes absence

Also Present:

Leanne Andrews
Anita Emery

There were no members of the public present

277) To receive apologies for absence

Apologies were received from Amy Marshall

278) To receive declarations of interest from Councillors in respect of any matter on the Agenda

There were none

279) To approve the minutes of the Meeting of West Hoathly Village Hall Management Committee held on the 16th October 2023 (document ref 2312)

The minutes were approved, and the chairman signed them as a true record.

280) To receive the clerk's report and note any points of interest

The Clerk's report was received, it was noted that West Hoathly Preschool are now running full day sessions 2 days a week, and this will extend to 3 days a week after Easter.

281) To monitor actual expenditure v budget to 11th February 2024

The expenditure against budget was noted

282) To receive feedback following the visit to West Sussex Records Office and agree next steps

On Tuesday 6th February members of the Committee/Council visited the Records Office in Chichester where they were provided with a tour of the building. After the tour members of the Committee/Council met with County Archivist, Wendy Walker and Collections Manager, Jennifer Mason to discuss how the Records Office may be able to assist the Council in managing the storage of the Local History Archive.

It was agreed to invite the Collections Manager to visit the Village Hall to view the archive material and advise what may be suitable for the Records Office to store if agreed by the Council. The Records Office are only able to accept original documents.

It was also agreed to explore what is under the stage in the hall and whether any available space could be used for storage.

283) To receive an update on the replacement fire door work and agree next steps

A ballpark estimate has been obtained but it was agreed that before any further quotations were sought the project needs to be budgeted for.

284) To consider items in need of refurbishment in the Village Hall

External paint
Front Porch
Fire doors

285) To prepare a draft budget for 2024-25

The draft budget was prepared, it will be presented to the Trustees of West Hoathly Village Hall at the next meeting for approval.

286) To note items of interest or items for inclusion at the next meeting

Date of next meeting 17th June 2024

There being no further business the meeting closed at: 20:32

Chairman-----