



WESTBURY PARISH HALL CHARITY

Minutes of the Meeting of Westbury Parish Hall Charity held on
Friday 10th June 2016 at Westbury Village Hall at 7.00 pm

<p>01/16 Members present James Stone (JS), Sue Barrett (SB) and Cathy Knott (CK)</p>	<p>ACTIONS</p>
<p>02/16 Disclose any conflicts of interest relating to the Agenda None disclosed</p>	
<p>03/16 Leases The leases need to be signed off. JS has spoken with Vicky Webb & Susanne Ashley. It was agreed that the relationship between the Charity, WVHA & the Shop & Café should be transparent in order that any issues can be discussed openly. There are still a few outstanding issues to discuss before the leases are signed.</p>	<p>SB/JS</p>
<p>04/16 Meetings It was agreed to have quarterly Trustee meetings. The first one will be at the beginning of September. For the first year it was agreed to extend the meetings to include the lessees at all meetings. We will expect the Chair, Treasurer plus one other committee member from WVHA and WSC Committee to attend. They will be expected to present a copy of their accounts and a rolling 6 month forecast. Other information we will request to see is in the lease. It was agreed to write to both lessees advising them of the first meeting in order that they have plenty of notice to prepare the documents. Prepare a list of meeting dates for the next 12 months.</p>	<p>JS ALL ALL</p>
<p>05/16 Trustees We identified a list of candidates for potential Trustees and will need to whittle this down to 3 each in the first instance before deciding on the final 2.</p>	<p>ALL</p>
<p>06/16 Grant policy It was agreed to adopt a grant policy similar to the Westbury Parish Council Grant Policy. Paul Winks (Chair of WYPP) has sent a letter asking for a donation of £250.00 towards costs of the weekly feature run by Clinton Osbourne at the Youth Club. It was agreed to ask him for a breakdown of costs.</p>	<p>CK CK</p>
<p>07/16 Website It was agreed to ask James Watson to make a separate page on the website for the Charity. This will include Trustee details, the organisational structure, and the grant policy & application form.</p>	<p>CK</p>

08/16 AOB

Write to WVHA regarding rent payments.

Do WSC have outcomes to meet (set by Power to Change)?

CK
JS/SB

The meeting closed at 8.10 pm