



## WESTBURY PARISH HALL CHARITY

### Meeting of the Trustees Westbury Parish Hall Charity

on

Wednesday 12<sup>th</sup> July at Westbury Village Hall at 7.00 pm

<p><b>Welcome</b> JS chaired the meeting and welcomed those present.</p> <p><b>52/17 Members present</b> Sue Barrett (SB), Cathy Knott (CK) &amp; Ron Parsons (RP)</p> <p><b>Apologies received from:</b> Ian Wakeford (IW)</p>	<p><b>Key points/ Actions</b></p>
<p><b>53/17 Disclose any conflicts of interest relating to the Agenda</b> RP is a member of WSCA</p>	
<p><b>54/17 Approve the minutes of the meeting of the Trustees on Thursday 16<sup>th</sup> March 2017</b> The minutes were agreed and signed.</p>	
<p><b>55/17 Actions from previous minutes</b> JS to contact Graeme Cook (SugaRich) re: volunteers. SB, Alison &amp; Vicky have supported the shop committee with pizza/cricket evenings. Costs for a scaffold tower have been met by WVHA who need to complete a grant application if they would like to receive monies back from the charity. SB will chase the application for sound proofing &amp; RP will liaise with WSCA regarding releasing funds for this expense. It was agreed in principle that if WSCA donated £3000.00 towards soundproofing, the charity would make up the rest (approximately £1000.00).</p>	<p><b>CK to contact VHW</b></p> <p><b>SB/RP</b></p>
<p><b>56/17 Trustee's Roles and Responsibilities</b> The following roles were agreed (to be reviewed annually): Chair – James Stone Treasurer – Ron Parsons Secretary – Cathy Knott</p>	<p><b>CK to pass account information to RP</b></p>
<p><b>57/17 Discuss updates from WCS</b> CK circulated confidential notes she had received from a private party prior to the meeting which were briefly discussed &amp; noted.</p> <p>Concerns raised regarding Westbury Community Shop &amp; Café:</p> <ol style="list-style-type: none"> <li>1. What will happen in September when the grant runs out to fund paid staff?</li> <li>2. How will the committee sustain the business?</li> <li>3. Is the right management in place?</li> <li>4. Is the current business model working?</li> <li>5. Should it be a more cohesive arrangement with WVHA?</li> <li>6. Should it be less of a shop and more of a café?</li> <li>7. Has a shareholders meeting been arranged?</li> </ol>	<p><b>To be discussed with SL &amp; JH at the meeting following this one.</b></p>

<p><b>Discuss updates from WVHA</b> It was agreed to write to Colin Webb (WVHA Treasurer) for the rent (agreed at £1000.00 for the first two years) to be paid in full or by direct debit as quarterly payments.</p>	<p><b>CK to contact Colin Webb</b></p>
<p><b>58/17 Accounts</b> We currently have £10,000.00 in the bank account (including £1000.00 ringfenced for Westbury Youth Club). We need to put together a financial forecast for the next five years. The charity needs to be in receipt of £5000.00 per year to survive. It was agreed to make this an agenda item for the next Trustees meeting in October.</p>	<p><b>CK</b></p>
<p><b>59/17 Discuss grant applications received</b> CK advised Trustees that the parish council is looking into having a new village website which would be more inclusive and easier to access. She asked if the charity could part fund it as it would benefit the whole community. Trustees agreed this would be a good use of money and RP advised that as it is a village website, WSCA may be able to support with funding. He will liaise with WSCA members and CK will get costings. SB will liaise with Paul Winks (Westbury Youth Club) over an all-weather table tennis table.</p>	<p><b>CK &amp; RP</b>  <b>SB</b></p>
<p><b>60/17 Next meeting dates</b> <b>TBC – Monday 11<sup>th</sup> September</b> Trustees and Shop Committee Meeting at 7.00 pm at Westbury Village Hall (with VHW in attendance). <b>Wednesday 18<sup>th</sup> October, 8.00 pm</b> Trustee Meeting at JS residence (2 School Close) at 8.00 pm <b>Wednesday 17<sup>th</sup> January, 7.30 pm</b> Trustee Meeting followed by a joint meeting of WPHC/WVHA/WCS at <b>8.00pm</b> <b>Wednesday 18<sup>th</sup> April at 8.00 pm</b> Trustee Meeting</p>	
<p><b>61/17 AOB</b> JS advised that we have been given a flag pole to use at the village hall. He will arrange for it to be erected. CK advised that Derek Crane had expressed an interest in joining the charity as a trustee. It was agreed to circulate an email and put it on the agenda for the next Trustees meeting in October. CK to research whether charities have to advertise a vacancy.</p>	<p><b>JS</b>  <b>CK</b></p>

**The meeting closed at 8:00 pm**