



WESTBURY PARISH HALL CHARITY

Meeting of the Trustees Westbury Parish Hall Charity

on

Wednesday 18th October at 2 School Close at 8.00 pm

	Key points/ Actions
<p>Welcome JS chaired the meeting and welcomed those present.</p> <p>76/17 Members present James Stone (JS), Sue Barrett (SB), Cathy Knott (CK) & Ian Wakeford (IW)</p> <p>Apologies received from: Ron Parsons (RP)</p>	
<p>77/17 Disclose any conflicts of interest relating to the Agenda None received</p>	
<p>78/17 Approve the minutes of the Trustees meeting on 12th July, the joint meeting on 12th July and the meeting of the Trustees & WSC on 11th September The minutes were agreed and signed.</p>	
<p>79/17 Actions from previous minutes Actions still outstanding are: *Draw up an asset list for items needing PAT testing *WVHA rent for first two years to be collected *Flag pole to be erected *Sound proofing panels</p>	<p>CK/WCS/WVHA CK JS SB</p>
<p>80/17 Financial forecast for next five years It was agreed that JS would draw up a draft document and circulate to trustees.</p>	<p>JS</p>
<p>81/17 Discuss updates from WVHA/WCS WSC have held their AMM where it was agreed to look at a new operating model going forward. There needs to be open dialogue between WVHA and WCS in order for this to happen. It was agreed to facilitate a meeting asap (see item 84/17 below).</p>	<p>CK</p>
<p>82/17 Accounts The annual return needs to be submitted to the Charity Commission by 31st January 2018. Registered charities with an income of £10,000.00 or less should use the online form to update the income & expenditure details.</p>	<p>RP</p>
<p>83/17 Discuss grant applications received including an update on the new village website The new village website is well underway and will be ready to go live in December. An application has been received from the Youth Club for a community defibrillator (costings £1500-£2000). It was agreed to ask the Cricket Club and Football Clubs for a contribution.</p>	<p>CK</p>

<p>84/17 To organise a meeting between representatives from WVHA, WCS and the Trustees to discuss a potential operating model for the shop/café as agreed at WCS's Annual Members Meeting</p> <p>It was agreed to provisionally book Monday 27th November 2017. CK will write to members of WVHA and WCS.</p>	<p>CK</p>
<p>85/17 AOB</p> <p>None received.</p>	

The meeting closed at 9:00 pm

Next meeting dates:

Monday 27th November 2017 Meeting to discuss a new operating model and the relationship between WVHA & WCS.

Wednesday 17th January 2018 at 7.30 pm Trustee Meeting followed by a joint meeting of WPHC/WVHA/WCS at 8.00pm

Wednesday 18th April 2018 at 8.00 pm Trustee Meeting

DRAFT