



## WESTBURY PARISH HALL CHARITY

### Meeting of the Trustees Westbury Parish Hall Charity

on

Wednesday 17<sup>th</sup> January at Westbury Village Hall, 7.15 pm

	Key points/ Actions
<p><b>Welcome</b> CK chaired the meeting and welcomed those present.</p> <p><b>86/18 Members present</b> Sue Barrett (SB), Cathy Knott (CK) &amp; Ron Parsons (RP) Ian Wakeford (IW) joined the meeting at 7.35 pm</p> <p><b>Apologies received from:</b> James Stone (JS)</p>	
<p><b>87/18 Disclose any conflicts of interest relating to the Agenda</b> None received</p>	
<p><b>88/18 Approve the minutes of the Trustees meeting on 18<sup>th</sup> October 2017</b> The minutes were agreed and signed.</p>	
<p><b>89/18 Actions from previous minutes</b> Actions still outstanding are: To draw up an asset list for items needing PAT testing. Flag pole to be erected. Sound proofing panels. SB has the panels. They will be fitted during April.</p>	<p>ALL JS</p>
<p><b>90/18 Financial forecast for next five years</b> It was agreed to defer until the next meeting.</p>	<p>JS</p>
<p><b>91/18 Discuss updates from WVHA/WCS</b> The report received from WCS was discussed (addendum 1). It was agreed to arrange a meeting with a representative from each of WVHA, WCS, WPHC and Sarah Myers to discuss the issues around shared use of the kitchen, and for WPHC Trustees to come up with a solution. No report from WVHA was received.</p>	<p>CK</p>
<p><b>92/18 Submission of the Annual Return</b> The annual return was submitted to the Charity Commission on 4<sup>th</sup> January 2018.</p>	
<p><b>93/18 Discuss grant applications received</b> The community defibrillator application is in process. CK has asked all regular village hall users for a donation and has started a funding table. We have been successful with a grant from the British Heart Foundation for a defibrillator and a training kit but we need to match fund with £600.00. It was agreed to approve a cheque for this amount that was duly written and signed. Donations will be put towards a heated cabinet, training and batteries.</p>	<p>CK</p>

<b>94/18 AOB</b> None received.	
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**The meeting closed at 7:45 pm**

**Next meeting date:**

**Wednesday 18<sup>th</sup> April 2018** at 7.00 pm Trustee Meeting followed by Joint Meeting at 8.00 pm