



## WESTBURY PARISH HALL CHARITY

### Meeting of the Trustees Westbury Parish Hall Charity on

**Wednesday 8<sup>th</sup> August 2018 at Westbury Village Hall, 7.30 pm**

	Key points/ Actions
<p><b>In attendance:</b> James Stone (SB), Sue Barrett (SB), Cathy Knott (CK) &amp; Ron Parsons (RP) and Ian Wakeford (IW)</p> <p><b>123/18 Receive apologies</b> All present</p>	
<p><b>124/18 Disclose any conflicts of interest relating to the Agenda</b> CK is carrying out some administration work for WVHA.</p>	
<p><b>125/18 Approve the minutes of the Trustees Meeting and Joint Meeting held on Wednesday 18<sup>th</sup> April 2018 and the Confidential Joint Extraordinary Meeting held on 2<sup>nd</sup> May 2018</b> The minutes were agreed and signed.</p>	
<p><b>126/18 Actions from previous minutes</b> Rent hasn't been received from WVHA. SB will chase. Defibrillator contribution hasn't been received from WVHA. SB will chase. Flag pole to be erected – JS &amp; SB to meet with Richard Haynes (and also ask him to install the passing bay layby). Sound proofing panels – SB will contact WVHA to discuss an installation date.</p>	<p><b>SB</b></p> <p><b>SB/JS</b></p> <p><b>SB</b></p>
<p><b>127/18 To receive an update on grants given and to discuss any grants received</b> A cheque was written for £6,507.20 to Westbury Parish Council as a further contribution to the resurfacing works to Playing Field Road. No further grants received. CK will chase Lindsay Webster for an update on her grant received for the kid's coach programme.</p>	<p><b>CK</b></p>
<p><b>128/18 Finance</b> No rent received as yet from WVHA (agreed at £4000 per annum). This should be received in quarterly payments. SB to chase. WCS have paid £1000. IW advised that the end of year forecast (if WVHA pay their rent) will be £8500.00.</p>	
<p><b>129/18 Discuss updates from WVHA/WCS</b> <b>WCS</b> Hellen is managing the shop &amp; café well but it is still running at a loss. However, because the committee have funds in place for a further 18 months (WCS most recent projection) it was decided not to engage at this time. It was agreed to ask the committee for a monthly breakdown and monthly forecast including footfall, income &amp; expenditure before the joint meeting in October. CK will also ask for a broad breakdown of footfall so we can get an idea on how much the village is using the shop &amp; café and recent initiatives.</p>	<p><b>CK</b></p>

<p>CK will chase Sue Lucas for project ideas the committee would like to put forward for HS2 community funding. Which, it is anticipated will be co-ordinated through the PC.</p> <p><b>WVHA</b></p> <p>It was agreed to ask for an up-to-date list of tests carried out (fire alarms/electrical/H &amp; S etc) in readiness for our joint meeting.</p> <p>CK will request bookings data showing villagers vs non-villagers booking the hall over two years and ask for feedback.</p>	<p><b>CK</b></p>
<p><b>130/18 AOB</b></p> <p>None received.</p>	

**The meeting closed at 8.30 pm**

**Next meeting dates:**

Trustees & Joint meeting – 3<sup>rd</sup> October 2018 7pm and 8pm

Trustees meeting – 16<sup>th</sup> January 2019 at 7pm