



WESTBURY PARISH HALL CHARITY

Meeting of the Trustees Westbury Parish Hall Charity

on

Wednesday 3rd October 2018 at Westbury Village Hall, 7.00 pm

	Key points/ Actions
<p>In attendance: James Stone (SB), Sue Barrett (SB), Cathy Knott (CK) and Ian Wakeford (IW)</p> <p>131/18 Receive apologies Ron Parsons (RP)</p>	
<p>132/18 Disclose any conflicts of interest relating to the Agenda CK is carrying out some administration work for WVHA.</p>	
<p>133/18 Approve the minutes of the Trustees Meeting held on Wednesday 8th August 2018 The minutes were agreed and signed.</p>	
<p>134/18 Actions from previous minutes Outstanding: Half the rent for 2018/19 has been received from WVHA although the defibrillator contribution hasn't been received and Simon Deans contribution hasn't been transferred. The flag pole will be erected next month. Sound proofing panels – JS & RB will action.</p>	<p>CK to send reminder</p> <p>JS</p>
<p>135/18 To receive an update on grants given and to discuss any grants received Lindsay Webster's first Resilience training session will take place on 13.10.18. Works to PF Rd – road painting complete. The agreed donation of a cheque to the value of £500.00 was signed.</p> <p>Grants received:</p> <p>PF Rd residents have applied for a grant to remove the 'keep clear' signage to the front of their properties and to replace it with either one white line (proposal 1) or one white line split by smaller wording 'keep clear' (proposal 2). Three quotes have been received and the amount of grant requested is £495.00 + VAT. Trustees approved proposal 1 and agreed that Westbury Parish Council should be asked to pay the invoice and claim the money back from the charity in order to claim back VAT. When work is complete, it was agreed to send a letter to the residents reminding them to refrain from parking in the road.</p> <p>An application is in process from Ian Towner (chairman of WVHA) for Christmas tree lights. Trustees agreed to set a budget of £250.00. JS advised that Westbury Parish Council has funds in its events budget and would match fund the expenditure</p>	<p>CK to write to Sam White</p> <p>CK</p> <p>SB to get costings</p>

<p>136/18 Finance IW advised the current projected total in the Charity's account (after the above costs have been withdrawn) is £4,500.00.</p> <p>It was agreed to remind WVHA that the third quarterly rent payment is due.</p>	<p>SB</p>
<p>137/18 Discuss updates from WVHA/WCS WCS Performance figures have been received and were circulated. Hellen has made a massive difference but it is still running at a loss. She feels that regarding footfall, it is 60 % non-villagers and 40% villagers. Westival proved extremely successful making an excellent profit and the MacMillan Coffee Morning raised a lot of money for charity.</p> <p>The challenge is that the Shop/Café is succeeding as a community hub but in its present form is running at a loss.</p> <p>The kitchen sharing issue has not gone away but is currently being managed.</p> <p>Trustees discussed the shared costs between WCS and WVHA – As WVHA pick up all the costs, we need to think about how the charity can support WVHa with this. However, WVHA did not present accounts to the Charity for review, making it impossible to understand the current financial position of WVHA. It was agreed that the charity would (again) request recent accounts for review. SB will meet with IT (current chair WVHA) to discuss further. SB will also request that a representative regularly attends the twice-yearly joint charity meetings, as per the lease agreement.</p> <p>WVHA Data has been received advising of villager v non-villager bookings: Sep 2016 – Sep 2017 Villager 23 / Non-villager 35 Sept 2017 – Sep 2018 Villager 35 / Non-villager 33 All courses have been booked by non-villagers.</p> <p>At this time IT has advised that PAT testing has taken place in the shop & café but the bar doesn't have anything to be tested (although there are 5 electrical appliances). Nothing has been received for the main hall tv's or AV cupboard. The charity will clarify that all relevant appliances have been tested. IT has reported that there is currently a problem with the lock on the front door that is being actioned.</p> <p>No evidence has been received for alarm testing/servicing or health and safety documentation such as first aid boxes being checked, risk assessments etc. Trustees agreed that we should refer IT and the committee to appendix 2 of their lease and ask for evidence to be submitted asap.</p>	<p>CK will let SB have a list of issues to discuss with IT She will add a column to the asset register for testing evidence.</p>
<p>138/18 AOB N/A</p>	

The meeting closed at 8.00 pm

Next meeting date:

Trustees meeting – 16th January 2019 at 7.30 pm

Joint meeting - TBC