



WESTBURY PARISH HALL CHARITY

Meeting of the Trustees Westbury Parish Hall Charity

on

Wednesday 16th January 2019 at Westbury Village Hall, 7.30 pm

	Key points/ Actions
<p>In attendance: James Stone (JS), Sue Barrett (SB), Cathy Knott (CK) and Ian Wakeford (IW)</p> <p>WVHA members: Ian Towner (IT) and Jeff Christian (JC)</p> <p>146/18 Receive apologies Ron Parsons (RP)</p>	
<p>147/18 Disclose any conflicts of interest relating to the Agenda CK is carrying out some administration work for WVHA.</p>	
<p>148/18 Approve the minutes of the Trustees Meeting and the Joint Meeting with WVHA & WCS held on Wednesday 3rd October 2018 The minutes were agreed and signed.</p>	
<p><i>The order of the meeting changed so that WVHA members could give a verbal report.</i></p> <p>152/19 To receive a report (incl. account details) from WVHA IT advised that he will submit an interim report next week and a full report will be available in April. The allocation of personnel is now stable with IT as Chair (although not formally voted in). It is currently rolling chair and expects to be proposed at the next meeting as fulltime chair. The committee is now understanding more about the business side of the association. This has been helpful for all concerned. Accounts are in the process of being handed over to JC. The account balance on 14.01.2019 was £14,760.00. JC agreed to make a payment of £2000.00 to WPHC ASAP for the outstanding rent due this financial year and he will set up a regular monthly standing order going forward (to be agreed at the next WVHA committee meeting). JC has committed to giving monthly financial reports at monthly WVHA committee meetings (a basic report in months one and two and a detailed quarterly report in month three).</p> <p>JC gave a breakdown of figures and projected that outgoings this financial year will be in the region of £21,000.00. Bookings have been good this year but that has meant that there have been higher corresponding costs relating to cleaning, maintenance etc. (JS offered guidance with cleaning management/task sheets etc).</p> <p>At the last WVHA committee meeting it was agreed to increase the hourly hire rates.</p> <p>IT advised that there have been some issues with speeding and parking on Playing Field Road. It was agreed that this should be discussed with JS (as the parish council chair) in the first</p>	<p>IT</p> <p>JC</p> <p>IT/JS/JC</p> <p>JS</p>

<p>instance. JS will contact the bursar at Beachborough to ask about the possibility of using their overflow carpark for football matches at the village hall to try and help resolve this issue. Overall relations and communications are good between WVHA and WSC, and support is in place to try and help the shop & café by selling produce at events etc.</p> <p>The date for Westival this year will be Saturday 27th July and Brackley Wind Ensemble has been booked again for a Westbury Christmas Wassail.</p> <p>SB thanked IT and the WVHA team, commending them for the amount of work they have put in and continue to put in to providing a great community base.</p>	
<p>149/18 Actions from previous minutes None outstanding.</p>	
<p>150/18 To receive feedback on the resilience training (provided by Lindsay Webster) WPHC funded last year CK circulated Lindsay's report prior to the meeting. She has advised the parent's session will be held in February/March. She is liaising with Ken Thurlow to secure a hall vacancy.</p>	
<p>151/19 To discuss any grants received None received.</p>	
<p>153/19 To receive a report (incl. account details) from WCS CK circulated a report and profit and loss accounts prior to the meeting which were discussed. It is now in a much better stable position with a good working relationship with WVHA. Hellen is doing an excellent job, WVHC commends WCS committee and Hellen for their commitment to the shop/café.</p>	
<p>154/19 To arrange meeting dates for the year The following dates were agreed: Joint Meeting Wednesday 3rd April 2019 Trustee Meeting Wednesday 3rd July 2019 Joint Meeting Wednesday 2nd October 2019 Trustee Meeting Wednesday 8th January 2020 All to start at 7.30 pm.</p>	
<p>155/19 Finance IW will write a cheque to Westbury Parish Council for £495.00 for costs associated with removing the 'no parking' signage on Playing Field Road (as agreed to in item 135/18 – Oct 18 meeting) minus £140.00 which was paid into the parish council account by mistake (WVHA's contribution to the defibrillator & Simon Deans contribution) making it £355.00.</p> <p>A grant wasn't necessary for the Christmas lights (as discussed in item 135/18) as Derek Crane kindly donated the tree and lights.</p> <p>IW advised that the account balance (after the cheque above has been withdrawn) will be £4894.30. WVHA rent outstanding this financial year will bring this up to £6894.30.</p> <p>IW has completed & submitted the 2018 Annual Return to the charity commission.</p>	<p>IW</p>
<p>156/19 AOB IW asked if WCS or WVHA have applied for funding from HS2. JS advised that a combined application will be submitted by the parish council for funding including good quality pop up gazebos, a metal awning with a proper roof and lighting (attached to the hall) and tarmacking to the back road and shingle carpark to provide a basket ball court and hardstanding.</p>	

<p>JS has met with IT as parish council chair to formally discuss the speed of traffic and parking on Playing Field Road. To help resolve these issues, it was agreed that WVHA will include a section in the hire agreements advising hirers and attendees that the speed limit is 5 mph when entering/exiting the hall and a parking map will be made available.</p> <p>The parish council will erect a sign at the entrance to Playing Field Road to enforce the speed limit and there is already a sign on the inside of the hall entrance asking people to respect Playing Field Road residents when leaving the village.</p> <p>JS advised that the maintenance of the hedge bordering the playing field on the A422 has historically been part of Westbury Cricket Club's (WCC) agreement with WVHA but they have failed to comply to the agreement. The parish council has therefore taken it out of WVHA's hands and will charge them accordingly.</p>	<p>JS</p>
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The meeting closed at 8.35 pm

Next meeting date: Wednesday 3rd April

Trustees meeting 7.30 pm

Joint meeting 8.30 pm