



WESTBURY PARISH HALL CHARITY

Minutes of the Meeting of Westbury Parish Hall Charity held on Friday 14th October 2016 at Westbury Village Hall at 8.30 am

Welcome	ACTIONS
James Stone formally welcomed Ian Wakeford as a Trustee. One further Trustee will be nominated ASAP.	SB
09/16 Members present James Stone (JS), Cathy Knott (CK) and Ian Wakeford (IW) Apologies received from Sue Barrett (SB)	
10/16 Disclose any conflicts of interest relating to the Agenda None disclosed	
11/16 Leases After JS has made some minor amendments to the lease between the parish council and the charity, he will circulate for approval ready for it to be signed and minuted at the next PC meeting on 9 th November. We will endeavour to make sure all leases are signed by the end of December.	JS
12/16 Meetings dates A meeting has been arranged with the Shop Committee for 26.10.16. We will prepare a list of meeting dates for the next 12 months at the next meeting.	ALL
13/16 Shop & Café Meeting arranged to discuss recruitment for management role, volunteer community, trading, lease agreement and future plans.	ALL
14/16 WVHA Vicky Webb (Chair, WVHA) has met with the Shop Committee to discuss finance and they have come to an agreement over shared costs.	
15/16 AOB Letter to WVHA regarding rent payments was approved, however it was agreed that we should advise the Chair we would be happy for the payment to be deferred until	CK

1st April 2017.

We need to quietly promote the grant/donation policy within the village.

CK

It was agreed an amount of £100.00 could be used for trustee indemnity insurance.

JS

Update the village website, notice board and the Charity Commission regarding new trustees by the end of the month.

CK

The meeting closed at 9:20 am

DRAFT