



WESTBURY PARISH HALL CHARITY

Meeting of the Trustees Westbury Parish Hall Charity

on

Wednesday 18th April at Westbury Village Hall, 7.00 pm

	Key points/ Actions
<p>In attendance: James Stone (SB), Sue Barrett (SB), Cathy Knott (CK) & Ron Parsons (RP) and Ian Wakeford (IW)</p> <p>103/18 Elect a Chair, Treasurer and Secretary JS nominated Sue Barrett as Chair and CK seconded. SB was elected as Chair. SB nominated Ian Wakeford as Treasurer and RP seconded. IW was elected as Treasurer. JS nominated Cathy Knott as Secretary and SB seconded. CK was elected as Secretary.</p>	
<p>104/18 Receive apologies All present.</p> <p>105/18 Disclose any conflicts of interest relating to the Agenda CK is carrying out some administration work for WVHA. SB has submitted a grant application for Playing Field Road. JS is a friend of Lindsay Webster (Kids Coach grant application).</p>	
<p>106/18 Approve the minutes of the Trustees meeting & joint meeting held on Wednesday 17th January 2018 The minutes were agreed and signed.</p>	
<p>107/18 Discuss and approve grants received Two applications have been received:</p> <ol style="list-style-type: none"> 1. Kids Coach (Lindsay Webster) Resilience programme for young people (4-week programme 1hr each session, max 12 per course) £480 and Parents Introduction (approx. 2 hrs max 50) £250. Grant total £730.00. All trustees unanimously agreed to support the application. 2. Resurfacing Playing Field Road (WPC – Sue Barrett) (match funding in addition to £23k raised from two other grant givers) £4,337.00 + a possible further £2,000.00 for dropped kerbs & bollard. Trustees resolved to support the application. 	
<p>108/18 Actions from previous minutes Actions outstanding: Flag pole to be erected – JS will ask Richard Haynes to attend to during works to the road. Sound proofing panels – SB will chase for an update. CK has drawn up an asset list (for PAT testing and responsibility) – it was agreed to write to WVHA to make sure they are aware of what items they have responsibility for.</p>	<p>JS SB CK</p>

<p>WCS's HS2 application – it was agreed to ask WCS to come up with ideas and check eligibility before submitting. This would then be presented to Mark Willis, Westbury Parish Council's newly appointed councillor responsible for HS2, who will consolidate ideas.</p>	<p>CK</p>
<p>109/18 Financial forecast for next five years JS circulated a five-year plan (addendum 1) which all trustees were in agreement with. However, it was noted that if WCS are able to pay rent of £1,000.00 per annum this would take the onus off the parish council to provide funds.</p> <p>It was agreed to always keep £5000.00 in reserve (unless it's needed for exceptional circumstances).</p>	
<p>110/18 Set the rent for WVHA/WCS for the third year It was agreed to set WVHA rent at £4000 per annum. This should be received in quarterly payments. CK will write to Colin Webb (WVHA Treasurer) requesting he set up a standing order. It was agreed not to charge WCS rent unless they have funds available.</p>	<p>CK</p>
<p>111/18 Discuss updates from WVHA/WCS Updates have been received from WCS which will be discussed in the joint meeting.</p>	
<p>112/18 Agree on meeting dates for 2018/19 Trustees meeting – 4th July 2018 7pm Trustees & Joint meeting – 3rd October 2018 7pm and 8pm Trustees meeting – 16th January 2019 at 7pm</p>	
<p>113/18 AOB None received.</p>	

The meeting closed at 8:00pm

Next meeting date:

Wednesday 4th July at 7 pm