



WESTBURY PARISH HALL CHARITY

Meeting of the Trustees Westbury Parish Hall Charity

on

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

	Key points/ Actions
<p>180/19 Receive apologies and welcome Ellen as a trustee</p> <p>In attendance: James Stone (JS), Sue Barrett (SB), Cathy Knott (CK) and Ellen Watson Apologies: accepted from Ian Wakeford (IW)</p>	
<p>181/19 Disclose any conflicts of interest relating to the agenda CK is carrying out some administration work for WVHA.</p>	
<p>182/19 Approve the minutes of the Trustees Meeting held on Wednesday 3rd July 2019 The minutes were agreed and signed.</p>	
<p>183/19 Actions from previous minutes</p> <p>164.19 – it was agreed to start a fresh campaign to try and find a youth leader again in the new year and also to look at an earlier time to run the Youth Club so that the hall doesn't lose revenue (meaning evening activities can be booked in from 7 pm). CK will advise Ken Thurlow that the hall is available for activities on Wednesdays after 6.30 pm but there will need to be some flexibility with parish council meetings requiring the hall for their April and May meetings and the Café Society who meet in the café four Wednesday evenings during the year.</p> <p>177.19 – JS has been investigating broadband issues at the hall as the current service (range & capacity) is not sufficient. WCS currently hold the contract with BT which ends mid-2020. A quote (appendix A) from a local company (Cloudy IT) has been received which will provide a solution, seeing monthly costs at £64.99 going forward and a one-off fee of £1,079.40 for equipment and installation.</p> <p>Next steps are:</p> <ul style="list-style-type: none"> • To contact BT to discuss extra services costs (to see if they can offer something similar to Cloudy IT) and if not, to find out how much it will cost to end the contract early. • Decide who will be responsible for the monthly fee going forward and ask them to apply for charity grant for the one-off costs. 	<p>CK</p> <p>JS</p>
<p>184/19 To provide an update on previous grants and to discuss grant applications received from WCS for an upright freezer</p> <p>All previous grants have been agreed and actioned.</p> <p>The application received from WCS for a new 'frost free' upright display freezer (to replace the current one which is difficult to defrost) was discussed but the majority of trustees were not supportive; however, it was agreed to ask WCS for further information as to why they feel it would be a good use of charity monies that would benefit the whole community. Trustees felt that a better use of the grant by WCS would be to help fund storage which would lower their monthly storage costs going forward. This was later discussed with WCS in person.</p>	<p>SB</p>
<p>185/19 To agree on a budget for the Big Christmas Switch On and Christmas Fayre on Friday 6th December</p> <p>Trustees unanimously agreed to support and offered a budget of £500.00 to cover</p>	<p>SB/CK</p>

Printing costs (posters & invitations), Christmas outfits, fairy lights and decorations, presents for Santa's grotto, etc.	
<p>186/19 To discuss arrangements to commemorate/celebrate the 75th anniversary of VE Day on 8th May 2020</p> <p>Trustees unanimously agreed to help support the event and offered a budget of up to £1000.00 to support with hiring entertainment, etc. It was agreed to ask Ian Towner to complete a grant application on behalf of WVHA.</p>	CK
<p>187/19 Discuss updates from WVHA and WCS</p> <p>Reports have been received and it was agreed to go through them in the joint meeting.</p>	
<p>188/19 Finance</p> <p>Current bank balance is £8032.65 which includes rent payments from WVHA up to August. The Salvation Army clothing bin has generated an income of £277.37 since October last year. It was agreed to promote the bin around the local community to encourage more use (Link/village emails/FB).</p>	CK
<p>189/19 AOB</p> <p>None received.</p>	

The meeting closed at 8.10 pm

Next meeting date:

Trustees meeting on Wednesday 8th January 2020