



WESTBURY PARISH HALL CHARITY

Virtual meeting of the Trustees on Thursday 25th June 2020 at 7.00 pm via Zoom

208/20 Receive apologies and welcome

In attendance: Chairman Sue Barrett (SB), James Stone (JS), Cathy Knott (CK), Ellen Watson (EW) and Ian Wakeford (IW).

Apologies: all present.

209/20 Disclose any conflicts of interest relating to the agenda

None.

210/20 Approve the minutes of the Trustees Meeting held on Wednesday 8th January 2020

The minutes were agreed and signed.

211/20 Actions from previous minutes

CloudyIT has installed broadband at the village hall and we are in the process of changing the contract over from BT, however this may result in the shop telephone number changing.

212/20 To note updates from WVHA

CK circulated the report prior to the meeting – *see appendix 1*. The hall has been closed since the Covid-19 lockdown began in March but it is hoped to be able to partially re-open during August/September whilst adhering to strict controls/guidelines and once risk assessments and cleaning have taken place. All course tutors will have their own public liability insurance and everyone will be informed they'll be using the hall at their own risk; WVHA won't be held responsible for anyone contracting coronavirus.

JS advised that the hall booking system is in the process of being updated to Skedda and terms and conditions and hire rates have now been finalised. This will make the system more professional, interactive and manageable and it will also be able to track income and expenditure. Village emails have been set up for committee members with an automatic disclaimer (linked to the village website). Finances are satisfactory and JS thanked SB for successfully applying for a Covid-19 grant, some of which will be put towards maintenance and decoration costs. It is hoped that a simple Westival will be able to take place on 8th August. JS advised that Blackpit ale take-aways will probably cease in the next couple of weeks as locations begin to open up again.

213/20 To note updates from WCS

CK circulated the report prior to the meeting – *see appendix 2*. SB congratulated the shop for being a lifeline for a lot of people and Jo Lee has been doing an amazing job; it has been a huge asset to our community.

Jo and her team have also worked well with WVHA to offer a take-away service of food and beer. They are in a much-improved position (although not making a huge profit) and it will be great if it can be sustained.

Forty-three volunteers (twenty of which are aged 12-18), mostly from Westbury, have been helping out regularly in the shop. Due to the manager and assistant manager being vulnerable, they have been furloughed until further notice. Several questions arose that were answered at the following joint meeting.

Appendix 3 shows details of WCS accounts.

214/20 To discuss Westbury Youth Club

Because of the Covid-19 pandemic any progression made towards getting the youth club up and running again has been put on hold. However, County Councillor Charlie Clare has emailed the parish council to advise there may be potential funding for some youth activities this summer and two councillors have agreed that if we are successful with funding, they will organise some activities. Trustees agreed to support this with match funding if needed. SB has put together a job specification for a youth leader and it was agreed to put the youth club on the next agenda for further discussion, as by then we'll hopefully have more of an idea of what we can and can't do in relation to Covid-19 government guidelines.

215/20 To discuss the information held by the charity commission about members

IW advised that he had amended some details on the charity commission website. CK advised that we also need to add EW as a trustee, amend the telephone number and village website and change the chairmanship to SB.

Action: CK

216/20 Finance

IW advised that in year four we had an income of £9,500 which included £3,500 from Ros Christian's charity. We made grants totalling £5,500. £2000 is dedicated to WCS. Cash in the bank at the end of the year was £11,000. SB thanked IW for keeping a steady eye on our finances.

217/20 AOB

JS gave a résumé of the project that will soon commence at the village hall using HS2 community environment funds and S106 monies, which will include resurfacing the rear access road and overflow carpark, installing a basketball area and line marking and erecting an all-weather permanent gazebo and flood lighting. He advised it has taken the parish council a long time to meet all the conditions for funding but we are almost there. He has also been in communications with Mark Brown to discuss fencing and conifer trees on the land bordering the village hall. SB thanked JS for all his work on this project.

CK proposed to add EW and IW as signatories to the Lloyds bank account and to request that we can use the account online -all trustees were in agreement.

Action: CK/IW

CK proposed to have just two meetings per annum going forward now that we are in a good place and communications are working well with WCS and WVHA. All trustees agreed and asked for the meetings to take place in November and May. **The next meeting date will therefore be Wednesday 4th November (with trustees meeting at 7 pm followed by the joint meeting at 8 pm).**

SB proposed that the charity purchase an annual subscription from Community Impact Bucks for community buildings at the cost of £60.00 which will offer invaluable support and information going forward for WVHA and WCS. All trustees agreed.

Action: SB

JS advised that WVHA are looking at re-joining ACRE which will compliment the community buildings support.

The meeting closed at 8.03 pm