



## WESTBURY PARISH HALL CHARITY

### Virtual meeting of the Trustees on Wednesday 4<sup>th</sup> November 2020 at 7.00 pm via Zoom

#### **225/20 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.

#### **226/20 Disclose any conflicts of interest relating to the agenda**

None.

#### **227/20 Approve the minutes of the Trustees Meeting and Joint Meeting held on Thursday 25<sup>th</sup> June 2020**

The minutes were agreed and virtually signed.

#### **228/20 Actions from previous minutes**

CK has updated the information held on the charity commission website.

EW and IW have been added as signatories to the Lloyds bank account and IW has set up online banking.

The parish council has now met all the conditions regarding the HS2 community environment fund and work is underway to submit quotes and signed contractor statements in readiness for work to commence.

#### **229/20 To note updates from WVHA**

CK circulated the report prior to the meeting (*appendix 1*). The hall was able to partially re-open during September/October whilst adhering to strict controls/guidelines and a small music based 'Westival' was held on the August bank holiday. Several classes resumed during this time including Slimming World and Yoga before the second lock down on 6<sup>th</sup> November. No private bookings were taken during this time.

It was agreed to raise and discuss the following points at the joint meeting:

- The agreement between Westbury Cricket Club (WCC) and WVHA comes to an end this year so needs to be explored before their next season.
- It has been noted that supporters are not social distancing at football matches – this needs to be addressed.
- Given the reduction in income, we need to think about how we can support the association going forward.

#### **230/20 To note updates from WCS**

CK circulated the report prior to the meeting (*appendix 2*) and accounts (*appendix 3*). Under Jo Lee's management the shop & café has continued to respond to the needs of the community and is keeping up with the changing government regulations by implementing screens, social distancing measures, notices, track & trace etc. SB advised that they are doing an amazing job and their creativity and commerciality is first class.

It was agreed to raise and discuss the following points at the joint meeting:

- Staffing, management committee issues and succession planning
- Profit share / reserve for future years
- Sharing costs with WVHA
- Rent review

#### **231/20 To discuss Westbury Youth Club**

During the summer months, we funded a climbing wall for the day which proved extremely popular and enjoyable. Because of the Covid-19 pandemic any progression made towards getting the youth club up and running again is still on hold but it was agreed to promote the role again of a leader/co-ordinator early next year and to also look into whether it might be better to have monthly/holiday activities rather than a regular weekly youth club.

**Action: SB/CK to liaise with parish councillors Katy and Lindsay to get a better understanding of what is needed and with the new vicar Rev. Paula Smith who we understand has experience in this area.**

#### **232/20 Finance**

IW advised we are in a good position with a healthy balance of c. £12,000. We are still receiving income from WCS and WVHA with few outgoings.

#### **AOB**

The annual Christmas Big Switch On will be very different this year. There won't be a market/fayre but we will still have a Christmas tree (donated by Derek Crane) which will be lit from 4<sup>th</sup> December (and we may be able to combine this with the shop & café's Friday Night take-away).

***Action SB: It was agreed to decorate the tree on Treebanks with some big baubles this year along with the family of reindeer (budget TBC).***

***Action CK: It was agreed to ask parish councillors Katy and Lindsay if they could organise a festive Christmas trail around the village. The charity could fund selection boxes for each participant (budget £200).***

The next meeting date will be Wednesday 5<sup>th</sup> May 2021 (Trustees meeting at 7.30 pm followed by the joint meeting at 8.30 pm).

The meeting closed at 8.00 pm