



## WESTBURY PARISH HALL CHARITY

### Meeting of Westbury Parish Hall Charity and Westbury Community Shop Committee and Westbury Village Hall Association on Wednesday 15<sup>th</sup> February at Westbury Village Hall at 8.00 pm

Welcome	Key points/ Actions
<p>JS chaired the meeting and thanked everyone for coming.</p> <p><b>34/17 Members present</b>  <b>WPHC</b> James Stone (JS) &amp; Cathy Knott (CK)  <b>WCS</b> John Heal (JH)  <b>WVHA</b> Vicky Hope-Walker (VHW)  <b>Apologies received from:</b> Ian Wakeford (IW), Sue Barrett (SB), Ron Parsons (RP) and Sue Lucas (SL)</p>	
<p><b>35/17 Disclose any conflicts of interest relating to the Agenda</b>  None disclosed</p>	
<p><b>36/17 Approve the minutes of the meeting between WPHC &amp; WSC held on Monday 14<sup>th</sup> November 2016</b>  The minutes were agreed and signed.</p>	
<p><b>37/17 Actions from previous minutes</b>  WVHA are meeting on 27<sup>th</sup> February with a view to signing their lease.  JS will contact Graeme Cook (SugaRich) to talk about a similar set up to Waitrose regarding volunteers.</p>	<p><b>JS</b></p>
<p><b>38/17 Items relating to WCS</b>  JH reported:  WCS have appointed Rebecca Capel, who will job share the Shop Manager role with Jane, commencing 22<sup>nd</sup> February. The committee have decided this is the best arrangement at the moment and will redraft the contracts to reflect their positions. Both Jane and Rebecca will have the freedom to delegate between themselves as to who oversees which areas. It is anticipated that Rebecca will also take over the management of volunteers.  The committee have received very little response from the Café Co-ordinator advertisement. Alison Stone has made contact with Banbury/Bicester College to ask if this is something they would like to be involved in.  Rebecca has also shown an interest in this, which could be explored.</p> <p>Alison Stone and Vicky Hope-Walker have recently joined the committee. Paul Winks has also expressed an interest in re-joining the team and Graeme Cook has</p>	

become the liaison between the committee and the parish council. This makes for a very strong committee going forward.

The committee are re-writing the business plan and hope to finalise it at their next meeting. This should greatly improve the transparency of the financial performance against target and increase committee awareness of the focus areas for the shop and café. Volunteer support needs to be strengthened to assist staff and reduce costs where possible. They have been unable to secure a grant to support staff salaries beyond the existing funding provision and are exploring areas to save money and increase sales. WVHA is looking into how it can offer support with this area.

The computer has recently had a malware problem. Brackley Computer Services have fixed it and loaded on malware protection.

Jane has completed training regarding the alcohol license. In the interim Susanne Ashley is covering the shop with her licence.

JH advised that he had met with Heron Signs regarding better shop signage. He proposed that:

1. The original panel on the sign entering PF Road should be made bigger with a green background (approx. cost of £250.00)
2. Illuminated OPEN sign to go in the window of the shop (approx. cost £185.00)
3. Perspex sign in lobby with an arrow to the shop (approx. cost £40.00)
4. Replace the "A" frame on the A422 with a proper shop sign with a water filled bottom. (approx. cost of £294.00)

Proposals 1-3 were agreed but proposal 4 may cause a problem with Highways. It was felt that a banner might be a better option (placed on the playground fence). JH will write to Robin Bone and will proceed to firm up the quotes received before going forward.

JH

**39/17 Items relating to WVHA**

VHW reported:

The association is in a good healthy state. It is receiving more private bookings now and events organised by the association are well attended.

Some of the costs have been higher than expected and there have been some additional costs.

The Events Committee is still settling in, event arrangements still tend to fall on individuals rather than a wider group, it can be quite stressful. A diary of events for the year have been put together which will help focus and spread responsibilities.

The children's half term activities are going well. It is hoped to put on similar activities during the Easter holidays.

The association is working through its maintenance programme covering annual PAT testing, cooker cleaning, alarm testing etc and have asked Westbury Cricket Club to clean the patio (as stipulated in their contract).

A village breakfast was discussed. It was agreed that this would be a joint event, which we will work together to organise.

WVHA, WCS,  
WPHC

<b>40/17 Next meeting date</b> The next joint meeting of WPHC/WVHA/WCS will be held in six months' time on Wednesday 12 <sup>th</sup> July at 8.00pm	
<b>41/17 AOB</b> None declared.	

**The meeting closed at 9:15 pm**