



## WESTBURY PARISH HALL CHARITY

### Meeting of Westbury Parish Hall Charity and Westbury Community Shop Committee and Westbury Village Hall Association on Wednesday 12<sup>th</sup> July 2017 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>62/17 Members present</b>  <b>WPHC</b> James Stone (JS), Sue Barrett (SB), Ron Parsons (RP) &amp; Cathy Knott (CK)  <b>WCS</b> John Heal (JH) &amp; Sue Lucas (SL)  <b>Apologies received from:</b> Ian Wakeford (<b>WPHC</b>) and Vicky Hope-Walker (<b>WVHA</b>)</p>	
<p><b>63/17 Disclose any conflicts of interest relating to the Agenda</b>  None disclosed</p>	
<p><b>64/17 Actions from previous minutes</b>  All actions have been dealt with.  JS advised that Graeme Cook was no longer the parish councils' representative for the shop committee. This role has been taken over by Jeremy Banks but it will change again in March next year. Aa</p>	
<p><b>65/17 Items relating to WCS</b>  SL reported that staffing has been consistently difficult. Jane is the acting manager and will be staying on for the immediate term. Nicola (the second manager) has left due to childcare, but will stay on as a volunteer. This leaves us with a crucial gap over the summer. SL has met with Emily Winks and is hoping she will be able to work over the holidays for two days per week. This means that the shop/café can stay open but it may have to close at short notice due to staff shortages at times. SL reported that there is a full system in place for training volunteers but this hasn't yet been implemented. S  SB asked how the shop &amp; café is going to continue in September without any grants. SL replied that they have looked into funding from Hs2 and believe they would be eligible for a grant of up to £75,000.00 to help towards staffing costs.  JH added that there are still funds left over from the capital grant that they are hoping they can transfer over to use towards staffing costs.  Suzie Walton (treasurer) is leaving the committee. A replacement hasn't yet come forward. SB advised that this post needs a clear overview of what is involved and Suzie should be involved in the interview process.  A café co-ordinator has recently been appointed and is on a one-month trial period. SL advised that there is no-one on the committee with retail experience so skills are lacking in that area. She is considering advertising through SNVB (South Northants Volunteer Bureau).  JS advised that any vacancies (volunteers/staff/committee members/treasurer) should be clearly advertised and seen by all.</p>	<p><b>JH &amp; SL to confirm when the grant runs out for staff funding and how much is left from the capital grant. Find out if funds can be transferred to help with staffing costs.</b></p> <p><b>SL to forward the committee's Hs2 application to SB &amp; CK for their input/advice.</b></p>

<p>JH reported that the committee felt exhausted with the constant effort of trying to find the right people for the job and were frustrated with little or no response.</p> <p>The committee is aware the current business model isn't working and asked for input.</p> <p>SB advised that it is clear there is a deficit due to staff costs so more volunteers are needed to run the shop.</p> <p>Concentrate on the café being a community hub and just provide items in the shop that sell well (sweets, fizzy drinks and staple items).</p> <p>Trustees advised that shareholders need to be made aware of the struggle and an AGM needs to be arranged to consider changes going forward.</p> <p><u>Other areas of concern:</u></p> <p>SL advised that there is a constant issue with sharing the kitchen with hirers of the hall and has prepared a sheet for hirers on why the kitchen needs to be clean. It has been agreed that any future disputes between external hirers should be witnessed and evidenced (using photos). Any disputes arising after events put on by WVHA should be referred to VHW.</p> <p>JH advised that there has been an issue with over-heating and is now monitoring the situation. He advised that some equipment needs PAT testing.</p> <p>JH has put together a Wi-fi disclaimer which will be put on the wall in the shop and the hall.</p> <p>Trustees asked for a follow-up email providing details on all the above giving a best case and worst-case scenario (by Friday 21<sup>st</sup> July).</p>	<p><b>SL to find out from Plunkett if they could remain as a community benefit society with shareholders if the shop becomes void.</b></p> <p><b>Shop Committee members</b></p> <p><b>JS to contact Graeme Cook</b></p> <p><b>JH &amp; SL</b></p>
<p><b>66/17 Items relating to WVHA</b> VHW was unable to attend the meeting.</p>	
<p><b>67/17 Next meeting date  </b> It was agreed to meet again on Monday 11<sup>th</sup> September 2017 (TBC) at 7.00 pm at Westbury Village Hall and ask VHW to attend.</p>	
<p><b>68/17 AOB</b> None declared.</p>	

The meeting closed at 9:30 pm