



## WESTBURY PARISH HALL CHARITY

**Meeting of Westbury Parish Hall Charity,  
Westbury Community Shop Committee & Westbury Village Hall Association  
on  
Wednesday 17<sup>th</sup> January at Westbury Village Hall at 8.00 pm**

<b>Welcome</b>	<b>Key points/ Actions</b>
<p>JS chaired the meeting  <b>95/18 Members present</b>  <b>WPHC</b> James Stone (JS), Ron Parsons (RP), Ian Wakeford (IW), Sue Barrett (SB) &amp; Cathy Knott (CK)  <b>WCS</b> John Heal (JH) &amp; Sue Lucas (SL)  <b>Apologies received from:</b> Ros Christian (WCS) and Vicky Hope-Walker (WVHA)</p>	
<p><b>96/18 Disclose any conflicts of interest relating to the Agenda</b>  None disclosed</p>	
<p><b>97/18 Actions outstanding from the previous minutes</b>  To draw up an asset list for items needing PAT testing.</p>	<b>CK/WCS/WVHA</b>
<p><b>98/18 Rent payments from year three going forward</b>  <b>WCS</b> - JS advised that as stated in 1.1 of the lease “annual rent will be free for the first 2 years and then subject to a minimum of £1000 and maximum of £3000 (subject to various conditions).” However, it was agreed to discuss this further at the next meeting in April when the second-year accounts have been completed.  <b>WVHA</b> – It was agreed to write to Colin Webb, treasurer of WVHA asking for the last 2 years accounts and a budget for 2018/19.</p>	<b>CK</b>
<p><b>99/18 Items relating to WCS</b>  A report (addendum 1) and year two accounts (addendum 2) were circulated.  SL &amp; JH advised that year 2 has been a year of fluctuating performance. The projection for year 3 will be available at the next meeting in April when there will be a clearer idea of how well the new staffing system has worked.  No new grants have been applied for. However, WCS will put together an application to apply for HS2 Community Environment Funding which can be included with other village applications. A date of 1<sup>st</sup> April was agreed to have the application ready by.</p> <p>The new till has the ability to record timed transactions which can differentiate different areas of business. This makes it simpler and more accurate. Regarding issues over shared use of the kitchen, it was agreed to organise a meeting with a representative from each of WVHA, WCS, WPHC and Sarah Myers to discuss the issues and for WPHC Trustees to try and come up with a solution.</p>	<b>WCS</b>

SL advised that there will be a volunteers evening event on 2 <sup>nd</sup> February, where everyone will have the opportunity to meet Sarah and her team.	<b>CK</b>
<b>100/18 Items relating to WVHA</b> No one was available to attend and a report was not sent in.	
<b>101/18 Next meeting date</b> The next joint meeting will be held at Westbury Village Hall on Wednesday 18 <sup>th</sup> April 2018 at 8:00pm (after the meeting of the Trustees)	
<b>102/18 AOB</b> JH advised that the old till has potential value and is an asset. WCS will keep it in storage for the time being.	

**The meeting closed at 8.45 pm**