



WESTBURY PARISH HALL CHARITY

Meeting of Westbury Parish Hall Charity, Westbury Community Shop Committee & Westbury Village Hall Association on Wednesday 18th April at Westbury Village Hall at 8.00 pm

Welcome	Key points/ Actions
<p>SB chaired the meeting</p> <p>114/18 Members present</p> <p>WPHC Sue Barrett (SB), James Stone (JS), Ron Parsons (RP), Ian Wakeford (IW) & Cathy Knott (CK)</p> <p>WCS John Heal (JH) & Sue Lucas (SL)</p> <p>WVHA Vicky Hope-Walker (VHW)</p> <p>Visiting to discuss shared use of kitchen: Gwilym Mason-Evans (GME)</p> <p>Apologies received from: Ros Christian (WCS), Ken Thurlow (WVHA) & Sarah Myers</p>	
<p>115/18 Disclose any conflicts of interest relating to the Agenda</p> <p>None disclosed</p>	
<p>116/18 General update from charity trustees</p> <p>Trustees roles have changed.</p> <p>Recent grants received.</p> <p>CK has drawn up an asset list for items at the village hall and shop in regards to PAT testing and responsibility.</p> <p>Meetings have been set for the year.</p>	
<p>117/18 Discuss issues around shared use of the kitchen</p> <p>Prior to the meeting, JH advised that Sarah Myers will not be renewing her contract with WCS as from 1st April 2018. He gave an update of the current situation:</p> <p>Helen, a current volunteer has agreed to take on the role of Shop & Café Manager and Sarah Myers has agreed to continue to cater for private hirers of the hall (as part of her own business) and community events (shared margin with WCS).</p> <p><u>Shared kitchen - current situation</u></p> <p>The shop & café runs with a five-star hygiene rating. Therefore, certain procedures are paramount (certification/cleaning etc) which could be compromised if hirers use the kitchen.</p> <p>Because of this, GME gives the hirers the opportunity to use their own caterer, Sarah Myers or to use the small kitchenette. He does not offer the use of the kitchen.</p> <p>Ken Thurlow was unable to make the meeting but provided his thoughts which CK read out. He would like hirers to have the automatic right to use the kitchen.</p> <p><u>Thoughts going forward</u></p> <p>Various options were discussed in relation to the use of the kitchen:</p>	

<p>JH/SL will seek professional advice from Karen Calvert regarding a minimum standard of cleanliness needed to ensure the cleanliness is shop/café appropriate. This standard will be the required level that the kitchen is to be left in post hirings. Protocol needs to be agreed in writing between WCS and WVHA and circulated (including to nominated individuals and hirers where necessary).</p> <p>Private hirers pay an additional fee for a cleaner to come in and clean the kitchen after an event (approx. £20 to be confirmed when the standard of work is confirmed). For WVHA community events, a nominated person would have responsibility for the standard of cleanliness after an event and accountable to WCS (using a list drawn up by WCS).</p> <p>SL advised the kitchen isn't big enough (or safe) to share with a hall event when the shop is open. Last year this proved difficult even with Saturday's Westbury Cricket Club (WCC) teas, washing up etc. SB proposed that perhaps Saturday morning volunteers could make the sandwiches (using WCC budget). JH advised that because trade is inconsistent, it is hard to plan anything and opening hours may have to change. Possibility of more co-ordination with WVHA rather than continuing as a separate entity.</p> <p>It was agreed to have a separate meeting on 2nd May at 7.30 pm to brain storm ideas on how to keep the shop open and to look at a different/combined model. Trustees will facilitate the meeting.</p> <p><i>GME left the meeting.</i></p>	<p>JH/SL</p> <p>SL</p> <p>SB/IT/CK/ VHW/JH/SL</p>
<p>118/18 Actions from previous minutes All mentioned in other items.</p>	
<p>119/18 Items relating to WCS JH advised that WCS have £1000 in the budget to pay for rent this year. CK will send a letter to Suzie Walton advising of payment details.</p>	<p>CK</p>
<p>120/18 Items relating to WVHA VHW advised there was nothing further to add to the asset list other than the plugs for the velux windows. VHW will provide WVHA accounts and a report from their AGM. This year's rent payment was discussed. SB advised that although £4,000 is a big increase on the two previous years, if WVHA have any future capital expenditure, they should apply for a charity grant and this will be considered in relation to the overall charity funds and other grants.</p> <p>VHW has stepped down as chairman and no-one has come forward to take on the role full time. There will therefore be a floating chairman each two months - with Ken Thurlow as the current chairman. There is ongoing discussion in regards to the bar and it is hoped that WCC will take over responsibility of the bar during cricket season (reporting to WVHA). Chris Donoghue is now running a Saturday afternoon bar most weeks.</p>	
<p>121/18 Next meeting date The next joint meeting will be held at Westbury Village Hall on Wednesday 3rd October 2018 at 8:00pm (after the meeting of the Trustees)</p>	
<p>122/18 AOB None received.</p>	

The meeting closed at 9.20 pm