



WESTBURY PARISH HALL CHARITY

Meeting of Westbury Parish Hall Charity and Westbury Community Shop Committee on Wednesday 26th October 2016 at Westbury Village Hall at 7.00 pm

	Key points/ Actions
<p>Welcome</p> <p>JS chaired the meeting and thanked everyone for attending giving a brief explanation of why the meeting had been called. He explained the charity's role, advising why the charity had been formed and how it is made up of 2 members of the parish council, the parish clerk and two independent members (we are still in the process of recruiting one more trustee). He added that the charity is the first point of contact for any issues to be raised.</p>	
<p>16/16 Members present</p> <p>WPHC James Stone (JS), Sue Barrett (SB), Cathy Knott (CK) and Ian Wakeford (IW)</p> <p>WCSC Sue Lucas (SL), Suzie Walton (SW) and John Heal (JH)</p>	
<p>17/16 Disclose any conflicts of interest relating to the Agenda</p> <p>None disclosed</p>	
<p>18/16 General update on the health of the shop & cafe</p> <p>SL reported that they are roughly on course but won't know for certain until they have been trading for at least one year. SW circulated the figures prior to the meeting.</p> <p>Target groups they feel they have reached are:</p> <ul style="list-style-type: none"> • Villagers of all ages • Beachborough parents • Passers by/cyclists & walkers • Hall users <p>They have no formal evaluation but are keeping an eye on all groups.</p> <p>The biggest sales are in the café with approx. 75% of the profit. Sweets and soft drinks are the biggest seller in the shop.</p> <p>SL explained that they had received two grants. The Power to Change grant enables them to employ a shop manager for the first 18 months (20 hours p/w) and the Comic Relief grant enables them to employ a Café Co-ordinator for the first year (10 hours p/w) and a Saturday person.</p> <p>SB asked if the shop had any commitments to grants it needed to fulfil. SL advised that Power to Change have some outcomes but are quite vague. The Comic Relief target was to develop a café relating to the community and they are required to hold two specific events before the end of the year. The committee have already held one event (volunteer's buffet) which went well and they are in the process of organising a film night for the older generation.</p> <p>SL said it was very much a learning process and they are still finding their way. They are</p>	<p>WCSC to organise event</p>

<p>keen to encourage the sale of local food and will soon be selling Christmas stock. Figures show that wages are quite high and there is concern that after the first 18 months they will not have the funds available to employ people for as many hours. They are very reliant on regular volunteers but this is proving difficult. To help with this they have decided to reduce their opening hours at the end of the month and will only open half days on Mondays and Tuesdays.</p> <p>SB asked about sales and profitability, SL & SW said that currently the majority of earnings are coming from the cafe. SB asked if there was any flexibility to change to being just a café (in terms of the grant flexibility/Community Benefit Society rules, or are the grant monies tied to a shop and cafe) or are they looking at funding streams in the long term? SL advised that they would be looking into another lottery grant and will go to the Plunkett for advice.</p> <p>JS asked if the hall hirers were feeding through their events to add to sales. SL responded that communications are okay but they all needed to make more effort. The weekly calendar on the board which Ken Thurlow has organised is extremely helpful and they are attending the WVHA meetings so are aware of upcoming events. After a slightly uncertain start, the relationship between the shop and the association is growing in a positive way. JH advised that it would make it easier for all parties if there was a central collection/hub of information which everyone could add to. It would then be easier to tailor to demand and pull us together as a community. A notice board in the foyer and one outside would also help with this.</p> <p>SL advised that regarding governance, the shop set up as a community benefit and they have 140 members (including children). They have held their Share Launch and the Annual Members Meeting which had a very disappointing attendance.</p>	<p>Further grants</p> <p>Collection of information</p> <p>Purchase notice boards</p>
<p>19/16 Recruitment update on the management role</p> <p>JH reported that Susanne Ashley had resigned last month and they have advertised the role far and wide since then to find a replacement. They have received five applications to date and have interviewed four. Three of those they felt weren't qualified and one of them has had a trial period of two weeks concluding in him withdrawing his application. Susanne Ashley has given some thought to returning to the role and is prepared to come back. The committee met last night to discuss this and the unanimous view was that they should consider having Susanne back in position and to address the issues that led her to leave last month.</p> <p>Harriet Christian (Assistant Manager) will be leaving at the end of October and it is hoped Susanne will start at the beginning of November. Jane (the Saturday lady) will do more hours to cover the gap.</p> <p>They then hope to see a significant drop in wages as they are currently paying 60 hours p/w.</p>	
<p>20/16 Volunteer community</p> <p>SL reported that the volunteer buffet had gone well and they are thinking about other similar events. They will be holding a volunteer meeting next week (proposed by a volunteer) to discuss various issues.</p> <p>They are hoping to develop a strategy to recruit volunteers further afield (Brackley and surrounding villages) and SL has attended a workshop to support them in this.</p> <p>They have had volunteers from Waitrose (through Community Matters) and JS wondered if SugaRich might be interested in something similar.</p> <p>During the next few weeks SL hopes to develop a shared vision, with an aim to getting a better teamwork feeling established, offering volunteers more inclusion and better management. They aim to have better systems in place regarding volunteer induction and the recruitment process and are looking to improve the legal requirements.</p>	<p>Community Matters through SugaRich</p> <p>Volunteer Agreements</p>

<p>JS asked if we need to consider these as a charity. SL advised that they need to put together a volunteer agreement clarifying that volunteers cannot claim employee rights.</p>	
<p>21/16 Trading update Covered under 18/16</p>	
<p>22/16 Future plans SL would like to see more involvement with community events especially in regard to catering. She reported that sharing the kitchen was very difficult but had recently agreed with WVHA to purchase an additional, separate water heater to make the flow within the confined space easier. They are hoping to eventually share events by offering to cater for parties/christenings which would benefit everyone involved. Louis (the Café Co-ordinator) has been looking into buffet deals. SB & IW suggested that there should be different options offering a budget buffet and a high end hand-made buffet.</p>	<p>More involvement with community events JS to provide example menus & costs</p>
<p>23/16 Lease agreement JS advised that the agreement between the parish council and the charity would be ratified on 9th November at the parish meeting. He will circulate the leases between the charity and the Westbury Shop & Café and WVHA for comment , with particular reference to appendix A which can be amended annually to show the figures agreed between the 2 parties in regard to shared costs of the hall. It was agreed to meet again on Monday 14th November to ratify both leases.</p>	<p>CK to Organise meeting for 14.11.16</p>
<p>24/16 AOB SB asked if it would help to have more signage up around the village directing more people to the shop. JS asked if they would be happy for the parish council to temporarily move the sign on The Village Green whilst the Christmas lights were on.</p>	<p>SB to ask Beachborough if sign can go next to entrance</p>

The meeting closed at 8:15 pm