



WESTBURY PARISH HALL CHARITY

Meeting of Westbury Parish Hall Charity and Westbury Community Shop Committee on Monday 11th September 2017 at Westbury Church at 7.00 pm

Welcome	Key points/ Actions
<p>JS chaired the meeting</p> <p>69/17 Members present</p> <p>WPHC James Stone (JS), Ron Parsons (RP), Ian Wakeford (IW) & Cathy Knott (CK)</p> <p>WCS John Heal (JH) & Sue Lucas (SL)</p> <p>Apologies received from: Sue Barrett (SB),</p>	
<p>70/17 Disclose any conflicts of interest relating to the Agenda</p> <p>None disclosed</p>	
<p>71/17 Actions from previous minutes</p> <p>Confirmation has been received on points made during item 65/17 (via email as requested).</p> <p>Hs2 application for funding; It was agreed to put this on hold until CK & SB have attended a training session on how to bid.</p> <p>SL has contacted Plunkett who have agreed on new mentors (a community shop & café in Ilmington). The decision as to whether WSC could remain as a community benefit society if the shop were to become void is a decision for members (shareholders), not Plunkett.</p> <p>An Annual Members Meeting (AMM) will be held on 27th September.</p> <p>Graeme Cook (WPC) has advised that new items do not need to be tested in the first year. He will carry out tests to all items in March 2018. To make this easier it was agreed to draw up an asset list.</p>	<p>CK/Shop committee/WVHA</p>
<p>72/17 Items relating to WCS</p> <p>SL advised that the figures are in a healthier state than previously thought. Emily is currently the only paid member of staff as Jane has left. The shop manager role has been advertised and two applicants are being interviewed next week.</p> <p>The committee will apply for further grants once the AMM has taken place and a new manager is in situ.</p> <p>Feedback has been received that the village does not seem to need a shop; but does need a community hub (café).</p>	
<p>73/17 WCS Accounts</p> <p>JH circulated the latest figures put together by Suzie Walton, showing profit & loss in years 1 & 2 (until August) and figures from the power to change grant. These show that the original thoughts regarding overheads and salaries are nothing like the reality.</p>	

<p>Suzie has written to power to change regarding the monies for training, to request a change of use.</p> <p>As stated in appendix 2 of the lease, it was agreed that regular reports regarding the health of the shop/café (and WVHA) would be given every six months. The report should include details on:</p> <ul style="list-style-type: none"> • Accounts • Insurance • Licences • Relevant policies • Staffing updates <p>JS will write to both WCS & WVHA asking them to provide a report showing evidence that above information is in place & CK will draw up a document for ease of use.</p>	CK/JS
<p>74/17 Next meeting date</p> <p>The next joint meeting will be held at Westbury Village Hall on Wednesday 17th January 2018 at 8:00pm (after the meeting of the Trustees)</p>	
<p>75/17 AOB</p> <p>SL advised that Suzie had done an amazing job as Treasurer but would now like to stand down. The role has been advertised and Derek Crane has showed an interest in taking over. As he is not a member, this decision will need to go forward for discussion after the AMM has taken place.</p>	

The meeting closed at 8.15 pm