



## WESTBURY PARISH HALL CHARITY

**Meeting of Westbury Parish Hall Charity,  
Westbury Community Shop Committee & Westbury Village Hall Association  
on  
Wednesday 16<sup>th</sup> October 2019 at Westbury Village Hall at 8.30 pm**

	Key points/ Actions
<p><b>Welcome</b> <b>190/19 Members present</b> <b>WPHC</b> Sue Barrett (SB), James Stone (JS), Ellen Watson (EW) &amp; Cathy Knott (CK) <b>WCS</b> John Heal (JH) and Sue Lucas (SL) <b>WVHA</b> Ian Towner (IT) &amp; Jeff Christian (JC) <b>Apologies received from</b> Ian Wakeford (IW) WPHC</p>	
<p><b>191/19 Disclose any conflicts of interest relating to the Agenda</b> CK is carrying out some administration work for WVHA.</p>	
<p><b>192/19 Update from the trustees</b> JS advised of the following updates:</p> <ul style="list-style-type: none"><li>• Youth Club (see Trustee minutes)</li><li>• Broadband ( " " " ) – IT and JC suggested the contract would sit better with WVHA going forward and they would expect to charge a nominal fee to WCS for phone usage (eg. £10 per month). CK will send JC a grant application form for the one-off equipment &amp; installation fee.</li><li>• VE Day (see Trustee minutes) – it was agreed that IT should book a jazz band asap for the event.</li><li>•</li></ul>	<p><b>CK</b></p> <p><b>IT</b></p>
<p><b>193/19 To receive a report including accounting statement from WCS</b> Minutes from the annual members meeting (appendix 2) were provided as a report and SL gave a further update on staffing, advising that Maddie Coxhill has been appointed and will be working every Wednesday and some Saturdays. Marie is still able to work some Saturday hours and Toby will be kept on the payroll too. An election of committee members has taken place with the following changes; Jo Lee has taken over as chairman and Sue Lucas has become vice chairman. New member - Roger Sermons. JH provided account details (appendix 3) prior to the meeting which he went over in detail, advising that four out of the six months are showing positive numbers. However, the budget for the next six months is uncertain with a possible loss of £3000.00 (although this is a huge improvement on last year). We have budgeted to pay £1000.00 rent this year. The report to the FCA has been submitted. The shop is now using iZettle for card payments which will save £350.00 per year on transactions. The storeroom in the bakery is costing £650.00 per year so we are looking at alternatives and hope to dispose of some items no longer needed.</p> <p>SB advised that the application for a replacement freezer has been discussed and asked for some further details to be provided around the rationale behind the application.</p> <p>SB thanked SL and JH for their great reports.</p>	<p><b>JH</b></p>

<p><b>194/19 To receive a report including accounting statement from WVHA</b>  IT provided a report prior to the meeting (appendix 4) and went through it.  Discussion points arising from the report:</p> <ul style="list-style-type: none"> <li>• iZettle card reader – promote the fact that the bar will be cashless going forward</li> <li>• Provisional date for Westival next year – 25.07.2020 (one day event)</li> </ul> <p>SB thanked IT for a fantastic report.</p> <p>JC provided various accounting documents advising that the profit generated by the cricket club this season was very disappointing (50% down from the previous year).</p> <p>SB thanked JC for providing such a detailed financial report.</p>	<b>CK</b>
<p><b>195/19 Next meeting date</b>  April 2020 TBC</p>	
<p><b>196/19 AOB</b>  None.</p>	

The meeting closed at 10.00 pm

DRAFT