



WESTBURY PARISH HALL CHARITY

Virtual meeting of Westbury Parish Hall Charity, Westbury Community Shop Committee & Westbury Village Hall Association on Thursday 25th June at 8.00 pm via Zoom

218/20 Receive apologies and welcome

Members present

WPHC Sue Barrett (SB), James Stone (JS), Ellen Watson (EW), Ian Wakeford (IW) & Cathy Knott (CK)

WCS John Heal (JH) and Sue Lucas (SL)

WVHA Jeff Christian (JC)

Apologies received from Ian Towner (IT)

219/20 Disclose any conflicts of interest relating to the agenda

None disclosed.

220/20 Update from the trustees

SB welcomed everyone and thanked WCS and WVHA members for submitting very comprehensive reports which have been really helpful, adding that we have two completely different situations now with the shop re-inventing itself and the village hall temporarily mothballed with limited service during the Covid-19 pandemic. She congratulated both committees for adapting so well to the crisis.

SB advised that trustees have agreed to meet just twice a year going forward; in November and May. This has been possible due to WCS and WVHA demonstrating good management skills and being able to work harmoniously together; however, she added that should there be a need to discuss anything between meetings to please get in touch.

221/20 To receive a report including accounting statement from WCS

The report (*appendix two*) was circulated prior to the meeting. IW asked how they will capitalise on their current success going forward? SL advised that they are obviously unsure what the future looks like but they will be virtually meeting as a committee on 9th July where they'll be discussing what to do next. The current consensus is to carry on running the shop in the same way but it is unclear as to whether we'll receive the same footfall as they've seen in the last three months. They feel there is no value to reopening the café (inside the building – but take away to continue) during the foreseeable future especially whilst the weather holds. A lot more picnic benches are now available which compliments the take-away service.

SL congratulated Jo Lee and her team who are doing an amazing job and have created a great community hub. SL said Jo's energy is astounding and they have a really great team.

SL advised that right from the beginning of the pandemic, they have excluded all volunteers over the age of 70 or those who are vulnerable and have been following government guidelines on social distancing when it comes to volunteers working in the shop. The manager and assistant manager have been furloughed until further notice. JH advised that the high temperature is an ongoing issue in the shop and is looking into portable air conditioning units (using grant monies). Regarding finances (*see appendix three*) he said they are obviously now making a profit but more importantly it has been an invaluable service and community hub for the village and surrounding area, providing people with local produce whilst supporting local businesses through the crisis. JS asked if this could be something that could continue going forward to reinforce the importance of working together during hard times. JH said they would discuss this at their committee meeting.

222/20 To receive a report including accounting statement, hall maintenance and future projects from WVHA

The report (*appendix one*) was circulated prior to the meeting and SB thanked JC for submitting the numbers for it. JC advised that the accounts were in a good place with only two outstanding payments and one small debt. All invoices prior to lockdown have been paid. JC has applied for a village hall premises licence which will extend their normal license to include off-sales.

JC advised that the committee is in the process of getting quotes for decorating and maintenance work and they will be following a programme going forward to complete one project every year to keep the village hall in good condition. They hope to have an annual overhaul every summer for maintenance to take place before every winter. He thanked SB for applying for the grant monies they have recently received which has now given them a healthy bank balance. He asked IW if some of the balance could be transferred to the charity account (to be kept ringfenced specifically for WVHA costs). IW will look into this as it will have an impact on how we report back to the charity commission.

Action: IW/JC

JC advised that rent is in arrears and he will address this asap.

223/20 Next meeting date

Wednesday 4th November (trustees meeting at 7 pm followed by the joint meeting at 8 pm).

224/20 AOB

The meeting closed at 8.45 pm