



## WESTBURY PARISH HALL CHARITY

### Virtual meeting of Westbury Parish Hall Charity, Westbury Community Shop Committee & Westbury Village Hall Association on Tuesday 6<sup>th</sup> April at 6.30 pm via Zoom

#### Members present

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

**WCSC** John Heal (JH), Sue Lucas (SL), Suzie Walton (SW) and Jo Lee (JL)

**WVHA** Jeff Christian (JC) & Robin Bone (RB)

**Apologies:** Chris Donoghue (WVHA)

Chairman SB thanked all for attending and for submitting their thoughts/wishes prior to the meeting.

#### 1. Proposed time frame of reopening post lockdown (dates and graded reopening)

12<sup>th</sup> April – non essential shops can open and people (in small groups) can gather outside.

17<sup>th</sup> May – indoor social areas can open with a rule of 6. Gatherings of up to 30 people permitted outside.

21<sup>st</sup> June - all legal limits on social contact will be lifted.

It was agreed that the hall should remain closed for bookings until 17<sup>th</sup> May (apart from the elections on 6<sup>th</sup> May and the Westbury Parish Council meeting on 12<sup>th</sup> May) which will be held with safety measures in place. The sports facility will remain open for the cricket club.

#### 2. Overview of wish list for WCSC going forward

SL gave an overview of their wish list explaining the shop had transformed over the last 12 months (for the better) and there were no signs of it changing. They are recruiting 3 members of staff in readiness for when JL returns to her 'normal' job. They don't envisage reinstating the café inside the shop again as the space is needed for the shop. Key points needing to be addressed are as follows:

##### Kitchen

Exclusive use by WCSC – **AGREED**. Hirers will be encouraged to use the catering service offered by WCSC.

WCSC will however support village events and work with organisers.

Sound proofing (between hatch and main hall); JL investigating with Mark Thomas. Suggestion: to be in place before hirers return on 17<sup>th</sup> May.

*Action: JL to come back with final proposal for sound proofing once all information is in.*

##### Meeting room

Removal of bar hatch; it was **AGREED** this should be left in situ for the time being (but remain closed). WCSC can use the space for shelving etc.

Remove the partition doors, retain and put in storage (shed). WCSC to rent the space as a whole (shop and meeting room) going forward full time (so no meetings/activities/events to take place in space) – **AGREED**.

Remove the TV and swap with TV in hall (store the hall TV in AV cupboard).

*Actions: RB & JC to liaise with JL.*

*JS to remove meeting room from Skedda.*

Permanent installation of air con unit - *JH to explore and come back with a proposal and liaise with RB/JC over feasibility.*

*Further note: WPHC to set revised rent/lease agreement – JS/IT to liaise and action.*

*Meetings of the parish council and café society meetings will be able to take place FOC in the main hall.*

*Cost sharing to be discussed further between WCSC & WVHA (recycling/electric etc); see further discussion below by WVHA.*

### **Specific WCSC Storage**

Purchase a new shed and locate it to the left of the one currently in situ – **AGREED**. WCSC to cover expenses (estimated at £5000).

*Action: RB to send JH details of shed/base/power etc. JH will project manage.*

### **Bin area & Salvation Army clothing bin**

Relocate the bins to the back of the village hall – **AGREED**.

*Action: JC/RB*

Relocate the clothing bin to where the bins are stored currently – **AGREED**.

*Action: CK/JS to liaise and action.*

### **Standing water on patio/drainage issues on the field**

It gets very wet and boggy at the front of the village hall; it was therefore **AGREED** to explore the best way to solve this (soak away/slot drains in patio/Dutch drain) and who should fund it.

*Action: JL will get quotes and send to JC/RB to discuss in more detail.*

*JS will speak to Richard Haynes about the whole length of the field and whether the path can be redirected to encourage people not to walk on the grass.*

### **Increasing the parking area**

JS explained we will be tarmacking the back and side area (currently gravelled). *He will remodel arrangements and refresh quotes.*

*Action: SL to discuss with Jacky Owen the use of the waste land for Village Hall use.*

### **Permanent pergola**

JS described the layout. it will be an 'all weather' structure with LED lighting and heating. It was **AGREED** that WCSC could use for customer seating with the proviso that WCC may also have access to this space for cricket teas.

*Action: JL/RB/JC to liaise.*

### **Toilets**

JL advised that shop users and users of outside space should only have use of the disabled toilet. The two main toilet areas should be for sole use of hall users. **AGREED**

*Actions: JL to look at signage/wording*

### **Adapting the café area going forward**

JL explained that as the temporary 'hatch' at the front of the shop has worked so well, it would make sense to have a permanent hatch + door so that customers can order items from outside without needing to enter the building. It was **AGREED** to discuss/review this in 6 months' time.

## **3. Overview of wish list for village hall and sports usage going forward**

JC gave an overview and circulated a wish list prior to the meeting which included the following:

### **Install electricity meters to measure and record demand in different areas of the VH**

JC proposed to install meters in order to separate usage going forward. It was **AGREED** to obtain quotes for two meters to be installed in the kitchen and the shop end of the building.

*Action: JC to contact an electrician for quotes.*

### **Complete the internal decorating program – entrance corridor a priority**

WCSC will remove the shop items so that it can be decorated and co-ordinate with JC.

### **Develop the car parking to provide a tarmac surface and more sports parking for the weekends**

See 'Increasing the parking area' above.

### **Develop a plan to replace the western boundary fence**

This will be actioned by the parish council. SL to discuss waste land with Jacky Owen.

## **Use of kitchen for hirers**

See 'Kitchen' above.

4. **WCSC wish list** – all covered under no. 2.
5. **WVHA wish list** – all covered under no. 3.
6. **Space allocation** – all covered above.
7. **Kitchen usage** – covered above.
8. **Regular class hiring**

Can commence on 17<sup>th</sup> May with correct procedures in place.

9. **Pergola fitting and usage** – see above.

## **10. Finance review of WVHA by WCSC and visa versa**

SW requested a copy of the total amount in WVHA account as at 31.03.2021 and 31.03.2020. This relates to an invoice from WVHA for £1635 for shared costs/additional support.

SW explained that as WCSC has an obligation to its shareholders (and to satisfy governance perspective) to ensure profits are spent where needed, they require clarification that this invoice needs to be paid.

*Action: JC to issue accounts to SW for discussion at the WCSC meeting on 7<sup>th</sup> April on whether it should be paid.*

*Note: Please revert to WPHC if this is not resolved by 9 April 2021.*

## **AOB**

JH advised he has updated the shop risk assessment and is liaising with Ian Towner on the reopening of the hall so that it covers both.

**The meeting closed at 9.00 pm**

**Proposed Joint meeting schedule for next twelve months :**

**8 June 2021**

**5 October 2021**

**8 February 2022**