



WESTBURY PARISH HALL CHARITY

Virtual meeting of Westbury Parish Hall Charity, Westbury Community Shop Committee & Westbury Village Hall Association on Wednesday 4th November at 8.00 pm via Zoom

233/20 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: all present

Chairman SB thanked all for attending and for submitting their comprehensive reports.

234/20 Disclose any conflicts of interest relating to the agenda

None disclosed.

235/20 To receive a report including accounting statement from WCS

SB thanked SL and JH for their reports and advised that a few questions had arisen during the trustees meeting. JH and SL responded:

- Staff/management committee/succession planning

It is very difficult to have a forward plan with so much uncertainty but we have been keeping it in mind at all times and have developed a more teamwork approach, employing good staff with high standards (which we hope to maintain). In the longer term we need to think about how to find a new manager with Jo Lee's calibre. The staffing structure now works more as a team rather than a hierarchy and Jo is sharing her skills in readiness for if/when she leaves.

Hellen Sermons is now an ex-employee.

- Profit share / reserve for future years

As we now have a substantial balance, we have been seeking guidance on how much we can hold as a benefit society and there doesn't appear to be a limit as long as there is prudent management in place. It is good practice to keep a reserve for future years and we are looking into writing a reserve policy.

We don't want to offer members a windfall at this moment in time; we would rather spend the money in a way that benefits the community as a whole (possibly through a grant or project with members involvement).

- Sharing costs with WVHA

We have met with JC to discuss ways of (temporarily) supporting the village hall during this time and are exploring various avenues including paying invoices direct, taking over services, sharing utility costs and hiring space. It was agreed that the existing framework is probably the easiest way to overcome this; using the charity account, which would benefit all (also see 236/20 below).

The new static gazebo (coming next year) will offer additional seating and it would be helpful to the shop if they could pay a hirer's fee to use the space (this could also be put in place now for using the hall).

- Rent review

We are currently paying £1000 per annum to the charity. As the lease agreement stands, this can rise to £3000. We would also be happy to make retrospective payments.

Action: JS to explore an addendum to the original lease.

236/20 To receive a report including accounting statement from WVHA

SB thanked JC for his reports and advised that a few questions had arisen during the trustees meeting. JC responded:

- The agreement between Westbury Cricket Club (WCC) and WVHA comes to an end this year so needs to be explored before their next season.

JC expressed his thoughts – he feels that because the original agreement (set up in 2016) has never been adhered to, there would be no point in setting up a new one. He thinks WCC should be treated in the same way as the football clubs, slimming world etc – as a regular user.

JS advised that the issues need to be addressed with them and they should be given the option to come up with an agreement they'd be happy to adhere to.

- It has been noted that supporters are not social distancing at football matches – this needs to be addressed. JC advised that the football clubs and general hirers (other than WCC) don't have a formal agreement; they just hire the facility although they do provide risk assessments (he is unsure whether Westbury football club have provided one but will find out). JC therefore feels that it isn't WVHA's responsibility to ensure supporters adhere to social distancing guidelines.

JS explained that Westbury Parish Council (as landlords) and Westbury Charity (as tenants) have an obligation to make sure government guidelines are being adhered to and as WVHA and WCS lease the facility from the Charity they also have an obligation as there could be legal & financial implications if we don't ensure this takes place.

It was agreed to explore this further as a unit with guidance from Community Impact Bucks.

Action: all

- Given the reduction in income, how can we as a charity support the association going forward?

It was noted that the association is very short on numbers but it was agreed that JC would bring this up at WVHA's meeting on Monday and come back with a proposal to put to the Charity with an amount that will effectively hold WVHA steady over the Covid-19 period. We can then work with WCS in how best to go about this.

It was also agreed to look into decreasing rent payments during this period.

Action: all

237/20 Next meeting date

Wednesday 5th May 2021 (trustees meeting at 7.30 pm followed by the joint meeting at 8.30 pm).

238/20 AOB

none received.

The meeting closed at 9.25 pm