



## WESTBURY PARISH HALL CHARITY

### Virtual meeting of Westbury Parish Hall Charity, Westbury Community Shop Committee & Westbury Village Hall Association on Tuesday 5<sup>th</sup> October at 8.15 pm

#### Members present

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

WVHA Robin Bone (RB)

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

#### 259/21 Receive apologies

All present. Chairman SB thanked all for attending and for submitting their reports prior to the meeting.

#### 260/21 Disclose any conflicts of interest relating to the agenda

None received.

#### 261/21 To provide an update from the Trustees meeting action points

SB provided updates from the previous meeting.

#### 262/21 To receive a report including accounting statement from WCS

SB thanked WCSC for their report (*appendix 2*), accounts (*appendix 3*) and sales analysis (*appendix 4*) congratulating the team on their continued success.

SB proposed the increase in rent which JH agreed to put forward to their management committee meeting next week. *Action: JH*

Regarding the salary increase (noted in appendix 3 from Sept 21) JH explained that this was in part due to Helen's twelve week probation period being successfully completed. She is now on a part-time contract of 35 hours per week pro rata. He added that they are looking at a proposal for a job share structure (3 people) to give Mel more support; this is also reflected in the increased salary figures. They have also raised Louise's salary up from the minimum wage to £10 per hour.

JH asked whether we had any more thoughts regarding the grass verge to the front of the patio which gets very wet and muddy. JS advised that due to FA regulations we're unable to change the surface (to AstroTurf) however he has spoken with Richard Haynes and is looking at how we can improve the issues. JH advised that following their annual members meeting, WCSC would be agreeable to surplus reserves being used for collaborative projects with the village for events and could possibly be extended to this type of project too.

#### 263/21 To receive a report including accounting statement from WVHA

SB thanked WVHA for their report (*appendix 1*). RB advised the committee is in a reasonable place in terms of members with the addition of Kelly who looks after one-off bookings, Pierre is regular bookings, Rory is cricket club liaison, Chris is bar manager. They are operating a rolling chair position and RB tends to chip in on everything. There have been no concerns from private hirers regarding kitchen access and some hirers have used the shops' catering services which seems to work well. EW said how well the booking system works now.

#### 264/21 To confirm the next meeting date of 8<sup>th</sup> February 2022

Meeting date confirmed to meet virtually.

#### 265/21 AOB

- JH advised the air-con in the shop may also be used as a heater so this could help with electricity costs going forward.
- JH advised Remy would like another set of 13 amp plug sockets to be installed in the kitchen. *Action: RB*
- SL advised she will sign the shop/hall up as an interested party for the community broadband initiative.
- Consideration to install electric charging points in the car park. Agenda item for next meeting. *Action: CK*

- Everyone agreed we have a really great asset in the hall and shop & café and the relationship between all parties is working extremely well; it is great to see so many people using and enjoying it. SB thanked both WVHA and WCSC members for their continued work and support.

**The meeting closed at 9.00 pm.**

**The next meeting will be held on 8<sup>th</sup> February 2022.**