

Shaw and Whitley Community Hub
 Minutes of the Meeting Held on
 Thursday 17th September 2020

Present:	
Nathan Hall (Chair) (NH)	
Alison Candlin (AC)	
John Lister (JL)	
Dom Szanto (DS)	
Charlotte Yates (CY)	
Apologies	
Duncan Whitby (DW)	

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting. Apologies from DW were noted.	
2	Minutes of 4th September 2020 Meeting and Review of Actions	
	<p>Minutes of the meeting held on 4th September 2020 had been agreed as a correct record in advance of the meeting. Actions from this meeting were reviewed.</p> <p>FAQs had been developed by AC and communicated through the WCH Facebook page alongside to members via the whats-app group. Online reaction to these appeared to be very positive.</p>	
3	Governance	
	<p>- Constitution</p> <p>NH presented the draft Constitution to the meeting. He explained that this was a constitution for the group in our current status as an unincorporated steering group. The constitution would be superseded by a new set of “rules” should the group become incorporated as a Community Benefit Society.</p> <p>The constitution was approved by the group with the following agreements and amendments:</p>	

	<ul style="list-style-type: none"> - The name of the group should be “Shaw and Whitley Community Hub” to explicitly reflect the whole community that the group intended to serve - Dom Szanto was confirmed as Treasurer - Charlotte Yates was confirmed as Deputy Chair - An amendment was made to clarify that individuals may participate in an AGM virtually or in person <p>The constitution would be made available through the group’s website.</p> <ul style="list-style-type: none"> - Sign off of Plunkett Action Plan <p>A draft action plan had been prepared by David Miskin and was reviewed by the group. It was agreed to make it clearer that the potential purchase of the old Toast Office building was not the only option that the group would pursue for the establishment of a community shop to service Shaw and Whitley.</p> <p>Subject to this amendment the Action Plan was agreed and would be returned to the Plunkett Foundation.</p> <ul style="list-style-type: none"> - Community Benefit Society incorporation <p>NH was following up on the decision to pursue Community Benefit Society status and had been put in touch with the membership team at the Plunkett Foundation to pursue membership. The need to access seed funding to enable Plunkett membership and the subsequent model rules for CBS status was noted.</p>	<p>AC</p> <p>NH</p>
<p>4</p>	<p>Finance</p>	
	<ul style="list-style-type: none"> - Fundraising Strategy (Capital Plan) <p>The key principles of the groups fundraising strategy were discussed. DS stated that the most crucial element would be a community share scheme. This would dictate the required level of “top-up” from loans and grants (should any top-up be required). There was broad agreement to this approach. DS would prepare an outline plan for a community share offer, which would likely need to be enacted by the group later in the autumn.</p> <ul style="list-style-type: none"> - Priorities for Seed Funding <p>It was noted that NH had submitted a seed funding application to MWPC. This was to cover Plunkett membership, CBS incorporation and comms expenditure. Other priorities were considered to be legal support, accounting support and funds to develop the groups brand.</p> <p>NH would pursue other opportunities for seed funding beyond MWPC.</p>	<p>DS</p> <p>NH</p>

5	Strategy and Marketing	
	<p>- Survey Analysis Update</p> <p>Everyone present agreed that the survey had been an excellent process, and the outcome of a 65% return across the community exceeded the groups expectations. JL and AC were thanked for their work on this. JL was undertaking the analysis of results. It was agreed that the results would be discussed with groups members prior to being communicated further. JL would set up a Zoom call and invite the membership group to this.</p> <p>- Basic Financial Feasibility Assessment</p> <p>JL was also working on the other aspects of the business plan, as far as was feasible at this stage. The basic financial feasibility assessment could not be fully ascertained until the 116 Top Lane building was put to market (or another site identified and a clear route to acquisition established).</p> <p>- Potential Sites for Plan B</p> <p>AC updated on work to explore other potential sites in the village for a community shop. A number of sites offered little opportunity based on the feedback received from site owners. However, one option for a potential new build site might have some potential, and a face to face meeting was being set up to explore this option with the site owners over the coming weeks.</p> <p>NH noted that a request had been put out to the group's members for a volunteer to review Plan B options [post meeting note: a volunteer had come forward to support this work and would be preparing a full report on pros and cons of potential options across the villages].</p>	<p>JL</p> <p>AC</p>
6	Communications and Engagement	
	<p>A priority was to write an update in the next edition of the village Connect magazine, with the deadline for this being 26th September. This would provide feedback on the survey results,</p> <p>The importance of continuing to engage the wider membership group was discussed. In addition to the proposed zoom call to discuss the survey results, opportunities would be found for further such calls on topics such as the community share scheme and the options for branding.</p> <p>It was also agreed to book the Reading Rooms for a day to use to show-case the groups plans later in the autumn. A request would be put out to seek comms and design skills to support the design of this.</p> <p>Finally, AC asked every members of the group for a photo and short profile to use on the group's website.</p>	<p>AC</p> <p>AC</p> <p>AC</p> <p>ALL</p>

7	Programme Planning	
	The group discussed some of the key milestones for each of the various workstreams. CY would pull together a high level programme brief that could be used to assure progress of the groups plans but also to communicate the key steps to the group's members. This would be a more accessible version of the Plunkett Action Plan.	CY
8	Any Other Business	
	NH agreed to contact Sam Fox at Wiltshire Council to understand more about the implications of the village losing its large village status and the importance of the village shop to this designation. It was agreed that the group should instruct the Plunkett nominated commercial expert, NH would coordinate a meeting with them	NH NH
9	Date of Next meeting 1 October 2020, 5pm-7pm	