

Shaw & Whitley Community Hub
 Minutes of the Meeting Held on
 Thursday 1st October 2020

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

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting. Apologies from CY and JL were noted.	
2	Minutes of 17th September 2020 Meeting and Review of Actions	
	<p>Minutes of the meeting held on 17 September 2020 had been signed off prior to the meeting. Actions from this meeting were reviewed.</p> <ul style="list-style-type: none"> - It was noted that the groups constitution was now publicly available on the website. - The Action plan had been returned to David Miskin, Plunkett Foundation. - A zoom call discussing the results of the survey had been undertaken with the wider group - An update had been written to appear in the next edition of the village Connect magazine. - The Reading rooms and village hall had been booked for 2 consultation days. - A letter had been sent to Sam Fox regarding large village status but no response had been received. It was agreed to try and seek advice from Yancy Sun - Mike Hughes had been contacted regarding valuation advice and a date had been placed in the diary for 20 October 2020 – however this could be moved depending on the situation near to that time. - Everyone was reminded to send AC in a short personal profile and photo for the website. 	<p>AC</p> <p>ALL</p>

3	Programme Planning	
	<p>CY had circulated a draft High Level Milestones Plan which was discussed by those present. It was noted that:</p> <ul style="list-style-type: none"> - Business Plan sign off to aim for “4 weeks post preferred option agreed” - The Finance timeline did not entirely match the timeline outlined in the draft Fundraising strategy (prepared by DS). DS & CY were asked to liaise to correct this. A key milestone for the finance workstream that needed adding would be “secure share pledges in principle” - CY was asked to add some briefing notes and recirculate to the group - It was agreed that “share pledges in principle” would only be asked for once there was a clear preferred location option to specifically ask for pledges on. DS was asked to update the fundraising strategy accordingly. 	<p>CY</p> <p>DS</p>
4	Finance	
	<p>The Funding Strategy document that DS had prepared was discussed.</p> <p>It was agreed that some details on how we would approach top-up grant funding should be included (as separate from small grant seed funding)</p> <p>It was noted that a minimum share offer requirement would need to be set as part of incorporation as a Community Benefit Society</p> <p>DS was asked to update the strategy accordingly.</p> <p>NH updated on seed funding applications. The recent award of £1500 from Melksham Without Parish Council was noted. NH stated that match funding from the Area Board had also been applied for with a decision expected on 4 November 2020. NH would explore some further see</p> <p><u>Items of Expenditure</u></p> <p>It was noted that DS had personally paid the £240 invoice with respect to annual membership of Plunkett Foundation. Reimbursement would take place once the bank account was operational and funds drawn down from MWPC.</p>	<p>DS</p> <p>DS</p> <p>DS</p>
5	Strategy & Marketing	
	<p><u>Update on Business Plan Development</u></p> <p>It was noted that JL had further progressed the business plan, but there was now little more that could be added until a specific location option was able to be financially evaluated.</p>	

	<p><u>Approach to Owner of 116 Top Lane</u> NH agreed to write to the owner of 116 Top Lane asking for an update on the sale of the property, as the group had been informed at the beginning of September that the property was due to marketed through Strakers imminently.</p> <p><u>Location Evaluation Exercise</u> AC updated on the location evaluation exercise that Peter Richardson had supported. It was noted that the majority of locations identified could be ruled out as non-proceedable. However, there was one location that seemed promising as a result of discussions that day and two options yet to be explored.</p> <p>It was agreed that these further options would be reviewed ASAP and that the group would review all realistic options at the next meeting.</p> <p><u>Marketing Discussion Update</u> An update was received on the brand and marketing discussion that had taken place with some group members recently. A session would take place shortly where branding options would be reviewed further.</p>	<p>AC</p> <p>AC/CY</p>
6	Governance	
	<p>NH introduced that documentation that had been circulated which would form the application for incorporation as a Community Benefit Society.</p> <p>DS asked for clarity with respect to Model Rules clause 7.5.2 with respect to owning and renting a residential property in addition to a shop. DS would seek advice from the Plunket Foundation on this issue.</p> <p>It was agreed with respect to the groups registered office that this would be DS's residential address up until the point where the group owned or leased a property (at which point the registered office would transfer to that location).</p> <p>The requirement for a named "secretary" was noted which would need to be agreed as part of the CBS application. With respect to the minimum age of members the group was minded to include a minimum age of 18.</p> <p>NH asked for all steering group members to review in detail the Model Rules and Membership Strategy and feedback back any comments or areas of concern. He hoped a final version could be prepared for the next meeting</p>	<p>DS</p> <p>NH / ALL</p>
7	Communications and Engagement	
	<p>AC updated that 2 consultation days were scheduled on 6th and 7th November 1-6pm, at the Reading Rooms and Village Hall. These days would need to comply with the relevant COVID-19 regulations. A number of ideas were</p>	

	<p>discussed with respect to the content of the days including: what a community shop was, community shares, vision for the SWCH, a typical basket of goods, examples of other shops business plans, volunteering roles and potential more info on our potential locations.</p> <p>AC would seek input from all steering group members in developing the content for the days.</p>	AC
8	<p>Date of Next meeting 15 October 2020, 5pm-7pm</p>	