

Shaw & Whitley Community Hub
 Minutes of the Meeting Held on
 Thursday 15th October 2020

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

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting. Apologies from DS and JL were noted.	
2	Minutes of 01 October 2020 Meeting and Review of Actions	
	<p>Minutes of the meeting held on the 1 October 2020 had previously been agreed as a correct record. Actions were reviewed:</p> <ul style="list-style-type: none"> - Large Village Status: feedback had been received from Teresa Strange (Wiltshire Council) on this subject. It was acknowledged that the risk of losing Large Village status was a material factor in favour of maintaining a village shop that would be communicated as part of the case for a community shop. - Marketing discussion: CY and Helen Whitby had been trying to reach out to a villager who had offered skills in marketing and creative design. It was agreed that a zoom call with the wider membership group would take place to develop ideas around our brand. - Model Rules clause 7.5.2 DS has asked advice via Plunkett regarding this part of the model rules. 	<p>CY</p> <p>DS</p>
3	Communications	
	<u>Action Plan for Consultation Days</u>	

	<p>Two consultation days would take place on 6th and 7th November at each of the village halls. These sessions would aim to provide further information about the community shop/hub project for villagers to gain insight, and provide their views.</p> <p>- The material for the day would be split into 6 sections (covering the 6 display boards that we have).</p> <ol style="list-style-type: none"> 1. What will be sold in the shop. It was agreed that any examples of possible local produce we would need to contact the relevant local companies in advance 2. Our Funding Plan. Explaining the funding plan (for upfront funding) and how community shares work based on DS plan. But also to include an example case study from another community shop (e.g. Bathford) 3. What is a community shop? Basic explainer of what a community shop is and how the model is different from a commercial shop. Explainer of “community hub” ethos. Photos of the Bathford shop. 4. Who we are – introduction to the Shaw and Whitley Community Hub, who we are (steering group), our vision, bit on our branding. 5. Presentation of our Survey Results. 6. Location options: explainer of basic pros and cons of the existing shop option or purpose build on a new site. <p>It was also agreed to produce a basic feedback form to ask for feedback on the concept of the community shop and the 2 different location options.</p> <p style="text-align: center;">All material to be forwarded to AC by Friday 30th October.</p> <p>A simple risk assessment would need to be undertaken. Maximum numbers for COVID safety would need to be agreed in each venue. A poster explainer of the COVID-19 rules for the session, and a track and trace QR code.</p> <p>Volunteers would be requested from the membership group to ensure there would be someone on the door to maintain maximum numbers in the venue and to record total numbers of people entering across the days.</p> <p>Spare masks, wipes, sanitisers would need to be purchased.</p> <p>A simple advertising sign to be place on lampposts around the village would be produced and distributed using the delivery crew. Signs on lampposts - delivery crew. In addition, a Facebook post would advertise the event.</p>	<p>AC</p> <p>DS</p> <p>NH</p> <p>CY</p> <p>JL</p> <p>AC</p> <p>NH</p> <p>ALL</p> <p>DW</p> <p>AC</p> <p>AC</p>
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	A rota for steering group members would be agreed so that 2-3 members were at the venue at each time.	NH
4	Governance	
	<p>The draft model rules for Shaw and Whitley Community Hub were discussed.</p> <p>It was agreed that: The Society would be called Shaw and Whitley Community Hub Limited The Registered Office would 63a Shaw Hill, Shaw, Wiltshire, SN12 8EX until such time as the society owned or leased premises.</p> <p>Membership would be open to any person over 18 years of age.</p> <p>The management committee would never comprise more than 12 persons.</p> <p>The society would have shared of £1 each</p> <p>The minimum shareholding for any member would be explored further with feedback from the Plunkett Society. [Post meeting note: this was agreed as £10 for the purpose of inclusivity]</p> <p>The objects of the Society were agreed as:</p> <ul style="list-style-type: none"> - Developing and implementing plans for a community shop and hub, to serve the village communities of Shaw and Whitley. - Operating a community shop and hub, to serve the village communities of Shaw and Whitley. - Initiating other small community focussed projects for the benefit of the communities of Shaw and Whitley. <p>The rules would be signed by Nathan Hall, Charlotte Yates and Dominic Szanto Alison Candlin would be recorded as the society's secretary.</p> <p>NH would now work on completing the FCA application form before forwarding the draft documentation to the Plunkett Foundation.</p> <p>NH would also apply to extend the support from the Plunkett Foundation.</p>	<p>NH</p> <p>NH</p> <p>NH</p>
5	Strategy & Marketing	
	<p>With respect to location options it was noted that no response had been received from the latest request for an update from the owner of the 116 Top Lane property.</p> <p>With respect to other potential purpose build options discussion with the Parish Council would be arranged shortly to gain support prior to any potential planning application.</p> <p>Action: It was agreed to provide feedback to those location options that would not be actively pursued.</p>	AC
6	Programme Planning	

	The previously discussed high level milestones would be updated to describe the pathway of steps the group were pursuing.	CY
7	Date of Next meeting 29 October 2020, 5pm-7pm	