

**Shaw & Whitley Community Hub**  
Minutes of the Meeting Held virtually on  
Thursday 12th November 2020

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

No.	Item	Action
<b>1</b>	<b>Welcome and Apologies</b>	
	NH welcomed everyone to the meeting. Apologies from DW were noted.	
<b>2</b>	<b>Minutes of 29 October 2020 Meeting and Review of Actions</b>	
	<p>Minutes of the meeting held on the 29 October 2020 had previously been agreed as a correct record. Actions relating to items not covered on the agenda were reviewed.</p> <ul style="list-style-type: none"> <li>- <b>Governance:</b> NH stated that the application for incorporation for Community Benefit Society had now been submitted via the Plunkett Foundation. Confirmation was expected in 2-3 weeks time.</li> <li>- <b>Plunkett Support:</b> NH had not yet applied to extend the support from the Plunkett Foundation.</li> </ul>	<b>NH</b>
<b>3</b>	<b>Communication</b>	
	<p><b>Discussion of draft visual identify</b></p> <p>Jed Fielder was welcomed to the meeting. The draft visual identify for Shaw and Whitley Community Hub had been circulated prior to the meeting. NH thanked Jed for the work he had done so far. Overall the group were very positive about the draft proposal. In particular, the suggested colour palette was positively received alongside the suggested type fonts for the Community Hub and Whitley Village Stores. Some further suggestions were offered, including developing further the leaf logo to include more than a solitary leaf,</p>	

	<p>and broadening the silhouette images to be relevant to the type of produce for a convenience store.</p> <p>It was agreed that AC &amp; CYC would liaise with Jed to finalise the proposed visual identify.</p> <p><b>On-line consultation material</b></p> <p>The material prepared for the postponed consultation days would be made available on the group's webpages – but it was agreed to wait until the final visual identity guide could be applied to the webpages before completing this.</p>	<p><b>AC / CY</b></p> <p><b>AC</b></p>
<b>4</b>	<b>Review of Plunkett Action Plan</b>	
	<p>The Action Plan that had been agreed with the Plunkett Foundation in September 2020 was reviewed. NH highlighted how many of the areas had been progressed or completed since September.</p> <p>More attention now needed to be given to the operational finance for the proposed shop, building on the suggestions given by David Miskin and all other info gleaned over the previous weeks. JL and DS were asked to prepare some draft figures to open discussion at the next meeting on this.</p> <p>Some further opportunities would need to be explored to access additional seed funding for the projects. Alongside understanding the likely options and requirements relating to “social loans”.</p> <p>NH would communicate with Teresa Strange regarding the seed funding awarded by the Parish Council and the related delays in the establishment of a HSBC bank account.</p> <p>The importance of continuing to keep the village engaged &amp; informed was recognised.</p>	<p><b>JL / DS</b></p> <p><b>DS / NH</b></p> <p><b>NH</b></p>
<b>5</b>	<b>Strategy &amp; Marketing</b>	
	No further updates were available for the meeting regarding the groups two likely location options: Purpose Build Option or 116 Top Lane.	
<b>6</b>	<b>Pop Up Lockdown Shop Idea</b>	
	<p>A discussion took place around the potential for developing a short term “pop-up” convenience store to serve the community during the 2<sup>nd</sup> Lockdown.</p> <p>It was agreed that there was not a pressing requirement to establish such a facility at this point, with the 2<sup>nd</sup> lockdown being a very different scenario to the 1<sup>st</sup>.</p>	

	It was noted that AC had been invited to be part of the local COVID response group, which was available to ensure more vulnerable members of the community were supported during the Lockdown.	
<b>7</b>	<b>Any Other Business</b>	
	Learning from other Shops: NH suggested that we should seek to learn more from other successful Community Shops and Hubs. JL offered to get back to a contact at the Findon Shop to invite for a virtual Q&A.	<b>JL</b>
<b>8</b>	<b>Date of Next meeting</b> 26 <sup>th</sup> November 2020, 5.30pm-7pm	