

**Shaw & Whitley Community Hub**  
 Minutes of the Meeting Held virtually on  
 Friday 8th January 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
1	<b>Welcome and Apologies</b>	
	NH welcomed everyone to the meeting. Apologies had been received from DW.	
2	<b>Minutes of 6 December 2020 Meeting and Review of Actions</b>	
	<p>Minutes of the meeting held on the 6 December 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>Visual Identify:</b> The groups website had now been refreshed with the new visual identity and all other communications from the group were now utilising the new identity.</li> <li>- <b>Operational Finance:</b> JL had been developing the operational finance assumptions as part of the developing business plan.</li> <li>- <b>Parish Council:</b> NH had sent the groups bank details to Teresa Strange at the Parish Council so that the £1500 grant could be transferred.</li> <li>- <b>Valuation:</b> DS and NH had held a call with Mike Hughes to take advice regarding valuation with respect to 116 Top Lane site. The call confirmed that the groups high-level valuation was certainly in the right area. Mike Hughes expertise would be called upon further down the line should the group have an offer accepted and therefore require a full valuation.</li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Tenant of Choice:</b> A brochure had been prepared and circulated via social media advertising SWCH as “Tenant of Choice” for the Top Lane site. The brochure had also been passed to Strakers to make available to potential investors.</li> <li>- <b>Bank Account:</b> DS had successfully applied to Unit Trust Bank and a bank account had now been opened.</li> <li>- <b>Stakeholder Group Briefing:</b> NH had sent a full briefing to the wider stakeholder group via WhatsApp following the December meeting.</li> <li>- <b>Meeting Dates:</b> Monthly meeting dates had been set for 2021, with all meetings on the second Friday in the month 5pm-7pm.</li> </ul>	
<b>3</b>	<b>Responding to Marketing of 116 Top Lane, Whitely</b>	
	<p><b>Discussion with Potential Investor:</b> NH and AC had held a virtual meeting on the previous day with a local investor who was entering negotiations to purchase the Top Lane Site. The investor was keen to see the site maintained as a shop and was very supportive of the aims of the SWCH. The two parties had agreed to keep in close contact over the coming weeks.</p> <p><b>Share Pledge Documentation and Next Steps:</b> A draft of the share pledge document had been circulated in advance of the meeting.</p> <p>It was agreed that the document should include an overall funding aim for purchase of the Commercial space alongside fit out and stock.</p> <p>The document should note that the group intended to offer shares within the HMRC Seed Enterprise Investment Scheme (SEIS) (subject to agreements)</p> <p>It was also agreed that the final draft should be run by David Miskin for final advice before circulation.</p> <p>All members of the group were ask to give final comment on the document.</p> <p>It was agreed that in the current COVID lockdown environment the group should pay for mailing and mailing back of the document. The costs of this option were discussed alongside the printing quote. The total cost would be approximately £430. DS confirmed that funding was available for this from the £1500 MWPC seed fund grant.</p> <p>It was agreed that the document should be finalised and circulated ASAP Top-up Funding Options.</p> <p><b>Top up Funding:</b> DS would begin explore the most likely options for top up funding, so we are prepared to access funding when we know what the gap is</p>	<p><b>AC/DS</b></p> <p><b>DS</b></p> <p><b>AC/DS</b></p> <p><b>ALL</b></p> <p><b>AC / DS</b></p> <p><b>DS</b></p>

<b>4</b>	<b>Update on Purpose Build Option</b>	
	There was no further update to note regarding this option at this stage,	
<b>5</b>	<b>Business Plan</b>	
	<p><b>First Year Running Costs</b>  JL presented the estimated 1<sup>st</sup> year running costs and estimated operational income. This information had previously been circulated to the group.</p> <p>It was noted that the assumed 21% gross margin was conservative and did not account for any profit from a café.</p> <p>The estimated post-office income was based on the limited post office income of the previous business, which could well be expanded.</p> <p>Other costs were informed assumptions based on information gained from other similar community shops.</p> <p>It was noted that the second largest cost was the assumed rent. An acquisition scenario that did not involve renting would be one most likely to generate a profit to invest back into the community.</p> <p>JL would further develop the business case by adding a 3-year income/expenditure forecast.</p>	<b>JL</b>
<b>6</b>	<b>Grant Application Opportunities</b>	
	<p>NH noted that MWPC was asking for small grant applications for 31 January 2021. The group agreed to submit an application for a grant to fund some essential costs associated with achieving the groups aims over the next year. NH would draft this and circulate to the group over the next week.</p> <p>Other grant opportunities would continue to be explored. When the group was in a position to utilise capital funding an application would be put back to the Melksham Area Board.</p>	<b>NH</b>
<b>7</b>	<b>Communications</b>	
	<p>AC stated that further social media comms would be undertaken to coincide with the pledge documentation being sent out. The aim of the comms would be to reinforce the important social investment in a community shop.</p> <p>It was also agreed that it would be timely to have an informal discussion with MWPC to bring them up to speed with the progress of the group.</p> <p>NH agreed to write a brief for the stakeholder group.</p>	<b>AC</b>  <b>AC</b>  <b>NH</b>

<b>8</b>	<b>Governance and Programme</b>	
	<p>NH stated that from a Governance perspective the key next step would be to work up the groups “Membership Strategy”. He would begin looking into this over the coming weeks. He also reiterated the need for the group to better familiarise themselves with the various governance requirements of being a Community Benefit Society.</p> <p><b>Programme Governance</b> – CY agreed that it would be beneficial to use the Trello app to support better capture and review of the various actions across the different parts of the groups programme. All group members were ask to send over to CY their current action list to begin populating the Trello cards. The Trello board would be reviewed on a regular basis within meetings.</p>	<p><b>NH</b></p> <p><b>CY</b></p> <p><b>ALL</b></p>
<b>9</b>	<b>Date of Next Meeting</b>	
	The Steering Group would meet again on Friday 12 February 2021	