

**Shaw & Whitley Community Hub**  
 Minutes of the Meeting Held on  
 Sunday 16th May 2021

**Present:**

Nathan Hall (Chair) (NH)

Alison Candlin (AC)

Charlotte Yates (CY)

John Lister (JL)

Dom Szanto (DS)

No.	Item	Action
1	<b>Welcome and Apologies</b>	
	NH welcomed everyone to the meeting.	
2	<b>Minutes of the Meeting held on Friday 12<sup>th</sup> March</b>	
	<p>Minutes of the meeting held on Friday 07<sup>th</sup> May were reviewed and actions updated.</p> <p>The group had confirmed with Tom Skinner acceptance of his offer to lease space at 116 Top Lane Whitley, subject to a lease being agreed.</p> <p>Communication of the groups intention had been posted on the groups Facebook page.</p> <p>NH had met with Karen Baker, a Director of Barbastelle, to begin conversations about the lease terms. Karen would return ideas of heads of terms for the group to review.</p> <p><b>CAWS AGM</b> – the group discussed the approach to communicating at the CAWS AGM. AC presented a short selection of slides to communicate the work the group had undertaken over the previous year leading to the intention to operate a small community shop at 116 Top Lane.</p>	<b>NH</b>
3	<b>Update on Priority Activity for 116 Top Lane</b>	
	<p><b>- Lease</b></p> <p>DS updated that a usual starting point for a retail lease would be 5% of turnover. The group also discussed being happy to review lease costs after 6 months of operating, and the potential to link the lease to overall turnover.</p>	

	<p><b>- Plunkett Support</b> NH confirmed that the Plunkett Foundation had approved the groups application for renewed support from a Plunkett Advisor. David Miskin would be able to offer the group 1 days advice to be used within the next 3 month period. It was agreed that review of the community share documentation was a priority, alongside advice on the lease. Other items in the project plan could be advised on an ad-hoc basis.</p> <p>AC stated that a summary timeline of key actions, linked to the items listed on the Trello board should be produced <b>to guide progress through to opening day. This was agreed and would need to be a focus at the next meeting.</b></p> <p><b>- Mini Business Plan</b> JL updated that he had a very useful conversation with a member of the Little Shop in Yorkshire group who had also shared details of their turnover, sales and product list. The group occupied a very similar floor space to that available at 116 Top Lane. JL was awaiting confirmation of the likely lease costs to complete the mini business plan figures, which would be shared as part of the community share scheme documentation.</p> <p><b>- Community Share Scheme</b> The previously drafted brochure would be used as the basis of the community share scheme. <b>DS would forward the required regulatory details that would need to be appended to this. DS would also seek details of applying for the required taxation benefits that would be applicable to investors.</b> A printing provider was lined up to print the documentation, including return pre-paid envelopes. The total cost of this would be approximately £432</p> <p><b>- Grants</b> NH updated that a decision of the MWPC had not yet been made regarding the grant application submitted in January. This decision was expected during June 2021. In addition, NH had contacted the Area Board regarding grant timelines and was also producing a grants tracker to identify a range of grant provider open to the group.</p>	<p>CY</p> <p>DS</p>
4	<b>Any Other Business</b>	
	<p>It was agreed that the group would need to meet weekly for the time being to progress the operational planning of the shop. The group agreed to meet on Wednesday evenings, 7pm-8pm.</p> <p><b>NH was asked to explore seeking a venue for these meetings.</b> It was agreed that the next meeting would need to focus on building the timeline of activities through to opening.</p>	
5	<b>Date of Next Meeting</b>	
	Wednesday 26 <sup>th</sup> May, 7pm-8pm	