

Shaw & Whitley Community Hub
 Minutes of the Meeting Held on
 Wednesday 26th May 2021

Present:

Nathan Hall (Chair) (NH)

Alison Candlin (AC)

Charlotte Yates (CY)

John Lister (JL)

Dom Szanto (DS)

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting.	
2	Minutes of the Meeting held on Sunday 16th May	
	<p>Minutes of the meeting held on 16th May were reviewed and actions updated.</p> <p>DS had pursued the application for Seed Enterprise Investment Scheme (SEIS). This will not be awarded prior to issuing the share prospectus, and so the share prospectus will make it clear that we are applying for SEIS (but have not been awarded SEIS).</p>	
3	Update on Priority Activity for 116 Top Lane	
	<p>- Lease: A tenancy agreement, based on the template provided by David Miskin, had been drafted and was discussed. There was some uncertainty regarding what contents and 3rd party liability insurance SWCH would need. Action: DS would seek advice on this.</p> <p>There were a number of items that would require further discussion with Karen Baker, including the issue of cigarette and/or alcohol licences and timescales of the length of the tenancy. These issues would be picked up in conversation with Karen Baker over the course of the next week.</p> <p>- Plunkett Support: NH had recently had conversation with David Miskin, who agreed to review the final draft of the share prospectus and offer other ad-hoc advice as requested, including reviewing the tenancy agreement and advising on volunteer recruitment.</p>	DS

	<p>- Mini Business Plan: This was close to completion and JL would email a draft around for review. It was intended to publish this on the website at the same time as launching the share prospectus.</p> <p>- Community Share Scheme : The draft share documentation had been circulated for review prior to the meeting. It was agreed to add some further financial projections for years 2 and 3. DS was asked to review the detail of the “10 things to consider” section. JL would seek Volunteers from the WhatsApp groups to support delivery. In addition, the documentation would be put on the SWCH website for people to download, with notification on Facebook. An email would be sent to those individuals that had given an email address. The Share offer would be open up to the 30th June 2021. NH would send the final draft copies to David Miskin for review.</p> <p>- Grants: The grant application to Melksham Area Board was discussed. NH would need to submit this by Friday 28TH May 2021.</p>	<p>JL</p> <p>NH</p>
4	Review of Trello Project Action	
	<p>The Trello project actions were reviewed. NH was keen to get into the details of volunteer workforce and products & suppliers. CY would engage Bathford so the group could learn from their approach to volunteers and product list.</p> <p>DS would begin exploring insurances and financial policies.</p> <p>CY agreed to complete a simple milestone plan for the group to review.</p>	<p>CY</p> <p>DS</p> <p>CY</p>
5	Date of Next Meeting	
	Wednesday 9 th June, 1pm-2pm	