

Shaw & Whitley Community Hub
 Minutes of the Meeting Held on
 Wednesday 16th June 2021

Present:

Nathan Hall (Chair) (NH)

Alison Candlin (AC)

John Lister (JL)

Apologies

Dom Szanto (DS)

Charlotte Yates (CY)

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting.	
2	Minutes of the Meeting held on Sunday 16th May	
	Minutes of the meeting held on 26 th May were reviewed and actions updated. Outstanding Actions: DS would be asked to update the group regarding the timescales for approval for the Seed Enterprise Investment Scheme (SEIS).	DS
	DS to update the group on the groups options for contents and 3rd party liability insurance.	DS
3	Update on Priority Activity for 116 Top Lane	
	- Tenancy: All present were happy with the contents of the document circulated by DS, subject to understanding the outstanding issue of 3 rd party liability and contents insurance. DS to be asked to send a final clean version to Karen Baker with the intention that this was now agreeable, that good progress was being made with the share offer and we would come back to Karen following the closure of the share scheme on 30th June to agree a timescale for operating.	DS
	- Community Share Scheme : The first week of the share scheme had progressed very well, with a view that we were currently on course to achieve somewhere close to the £30k target. The 40 emailed share brochures that had not be confirmed as received would need to be sent hard copy. NH confirmed that all investors were being logged within a confidential spreadsheet, alongside the logging of volunteers. It was agreed that a confirmation email be sent on a weekly basis to	NH

	<p>new share purchasers confirming funding had been received (or cheque safely deposited). NH agreed to pick this up. NH would also develop a share certificate for shareholders to be sent at the close of the scheme period.</p> <p>- Grants: The grant application to Melksham Area Board would be discussed by Melksham Area Board on Wednesday 23rd June 2021. NH and JL would attend this meeting to speak to this item.</p> <p>-Shop Fit Out: It had been agreed to commence some simple electric installation and decorating of the shop space in advance of the end of the share scheme. JL had liaised with Tom Skinner regarding this and enlisted 3 or 4 volunteers to support the decorating. It was anticipated this would be completed by the 30th June.</p>	
4	Moving on with Project	
	<p>It was agreed to hold an extended session in a few weeks to progress the groups work in 4 essential areas:</p> <ol style="list-style-type: none"> 1. Produce and Suppliers: From discussions with Bathford, The Little Shop in Yorkshire and the contact at Rode the sessions would seek to produce a product list for The Whitley Stores, and approach to supply. Charlotte Yates would be asked to lead this and prepare a draft product list to develop further in the session. 2. Volunteers: The session would need to progress the procedural and operational approach to volunteers: Support, training, shift patterns and supervision. NH would prepare work for further discussion at the session in this area. 3. Fit Out: The meeting would need to pick up any decisions on the physical design and fit out of the store space. JL would lead this section. 4. Finance, Licenses and Policies: The meeting would need to develop operational finance processes and be clear on which licenses and policies would need to be in place to open. DS would be asked to lead this areas. 5. Branding and Add-on Services: Discuss how the shops branding would be incorporated into the space and develop ideas for the future nice-to have services beyond the essentials. AC would lead this area. <p>It was agreed that a few additional members of the wider stakeholder group could be invited to bring a fresh focus into these operational discussions.</p> <p>[Post meeting note: Agreed to hold this session 9.30am-2pm on Saturday 26th June]</p>	<p>CY</p> <p>NH</p> <p>JL</p> <p>DS</p> <p>AC</p> <p>ALL</p>

5	Date of Next Meeting	
	Wednesday 23rd June, 2pm-3pm	