

Shaw & Whitley Community Hub
 Minutes of the Meeting Held on
 Tuesday 6th July 2021

Present:	
Nathan Hall (Chair) (NH)	
Alison Candlin (AC)	
John Lister (JL)	
Charlotte Yates (CY)	
Martin Moorshead (MM)	
Apologies	
Dom Szanto (DS)	

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting. Martin Moorshead (MM) was welcomed to his first meeting.	
2	Minutes of the Meeting held on Sunday 16th May	
	Minutes of the meeting held on 16 th June 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
	Contents and 3rd party liability insurance. This was now a priority to resolve. MM would pick up in liaison with DS.	MM/DS
	Tenancy Agreement – NH would pick up with DS working to get the agreement signed ASAP. The agreement of contents insurance should not delay the signing of the agreement. The requirement for storage space outlined in the agreement should be picked up as essential with the landlord. Outside storage would not be feasible due to temperature control.	NH / DS
	Close of Share Scheme: A share certificate would be sent to shareholders once the new groups email domains were set up.	NH / DS

3	Milestones to Opening Whitley Stores	
	<p>The group reviewed the milestones plan to opening of Whitley Stores. A new version of the plan would be circulated following the meeting by CY. The plan showed that an opening date of approx. 10 August would be possible, subject to recruitment of the operational team of volunteers and essential training of volunteers.</p> <p>Progress was reviewed on each aspect of the plan. MM was asked to provide support and linkages between the work to agree the product list and suppliers and the work to finalise essential policies and licenses.</p> <p>Shop Fit Out – Shelving, fridge, freezer and till had all been ordered. Electrics work had been undertaken. It was anticipated that the full fit out could be complete by end of July.</p> <p>Product List / Suppliers – A revised list had been circulated prior to the meeting. CY would continue to add detail to this in relation to pack sizes, and contacting suppliers regarding minimum order details and delivery arrangements. AC would use the list to form part of the in-shop display prior to opening asking for comments on the list. JL was following yup arrangements with Smiths regarding Newspaper delivery costs.</p> <p>Volunteers– The volunteer Job roles were agreed. These would again form part of the in-shop display prior to opening. Individuals on the volunteer list would be contacted regarding the planned drop in session for PM on 24th July, and the job roles circulated to seek interest. NH would prepare the volunteer handbook prior to this session and ensure that Karen Baker was aware.</p> <p>Finance Procedures & Policies / Licences – DS to keep the group updated regarding the drafting of the essential policies and procedures. These would need to be signed of by the group for the end of July. MM would make enquiries about the arrangements for applying for an alcohol license.</p> <p>Comms and Website – JL would explore updating the groups web/email domain names, with a focus on both Whitley Stores and Shaw and Whitley Community Hub.</p> <p>Other Items</p> <p>It was agreed that a short membership strategy, outlining the groups approach to engaging its membership would need to be developed. MM would work with AC on drafting this,</p>	<p>CY</p> <p>CY ACJL</p> <p>NH</p> <p>DS</p> <p>JL</p> <p>MM / AC</p>
4	Date of Next Meeting	
	Tuesday 13th July, 5.30pm-6.30pm	