

**Shaw & Whitley Community Hub**  
 Minutes of the Meeting Held on  
 Tuesday 13th July 2021

**Present:**

Nathan Hall (Chair) (NH)

Alison Candlin (AC)

John Lister (JL)

Charlotte Yates (CY)

Martin Moorshead (MM)

Dom Szanto (DS)

**Apologies**

| No. | Item   | Action  |
|-----|--|---|
| 1   | <b>Welcome and Apologies</b>   |   |
|     | NH welcomed everyone to the meeting.   |   |
| 2   | <b>Minutes of the Meeting held on Tuesday 6<sup>th</sup> July</b>  |   |
|     | <p>Minutes of the meeting held on Tuesday 6<sup>th</sup> July were reviewed and actions updated.</p> <p>Outstanding Actions:</p> <p><b>DS will continue to update the group regarding progress with the Seed Enterprise Investment Scheme (SEIS).</b></p> <p><b>Contents and 3rd party liability insurance.</b> This would be picked up again in the meeting the next day with Karen Baker.</p> <p><b>Tenancy Agreement</b> – The outstanding issue was finding a satisfactory solution to internal storage. 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. This would be picked up again in the meeting the next day with Karen Baker.</p> <p><b>Close of Share Scheme:</b> A share certificate would be sent to shareholders once the new groups email domains were set up.</p> | <p><b>DS</b></p> <p><b>MM/D<br/>S</b></p> <p><b>NH /<br/>DS</b></p> <p><b>NH /<br/>DS</b></p> |

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|          | <b>Membership Strategy:</b> Work on this would commenced once other more immediate priorities had been addressed  | <b>NH</b> |
| <b>3</b> | <b>Shop Fit Out</b>   |           |
|          | <p>JL updated on the current position with fitting out the shop.</p> <p>The shop shelving units were expected to be delivered during the following week, and John would ask some volunteers to help assemble these. Shelving units would be battened to the wall<br/> Agreement was reach to purchase the shelf edging product to allow easy display of product prices.</p> <p>The Shops EPOS system was also expected to be delivered the following week.</p> <p>The next steps would be putting in place the shop counter and shelving behind the counter. A stool would be needed for volunteers to sit at.</p>  |           |
| <b>4</b> | <b>Volunteers</b>   |           |
|          | <p>A draft of the Volunteer Handbook had been circulated for comments and was discussed in detail.</p> <p>It was agreed that the detail on role descriptions and food hygiene advice would be included as appendices. NH would check that the food hygiene advice relating to jewellery and nail varnish was applicable for our needs, and if not tis would be removed. The overall content was agreed.</p> <p>Volunteers would be invited to drop into the shop on Saturday 24<sup>th</sup> July, between 12-5pm. A number of steering group members would be available to discuss volunteering and answer any questions volunteers had. Volunteers would be emailed or handed a hard copy of the hand-book and when ready, invited back to the shop for a short induction prior to be ready to commence/.</p> | <b>NH</b> |
| <b>5</b> | <b>Product List and Suppliers</b>   |           |
|          | <p>CY had updated the product and suppliers list, adding further detail of which suppliers are able to supply which products and starting to complete pricing, cost and margins. The shops main supplier would be Youings, with Lovejoys for fruit and veg. Steeple Ashton Dairy would be tried for milk, to use glass bottles and reduce plastics.</p> <p>It was agreed to:<br/> Contact Bathford about potentially partnering in some orders for example Ecover</p>   | <b>CY</b> |

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|          | <p>Steering group members were asked to review the list to comment on pricing, brands and any items that we might not need.</p> <p>CY would further explore delivery dates and schedules so we could begin to discuss what support the shop would need from the Café Manager in receiving deliveries.</p> <p>CY would also explore companies that used sustainable packaging.</p> <p>JL had set up an account with Smith re Newspapers. This was at a delivery cost of £50 per week, so approx. 200 papers a week would need to be sold to cover this cost</p>   | <p><b>ALL</b></p> <p><b>CY</b></p> <p><b>CY</b></p> |
| <b>6</b> | <b>Policies / Procedures / Licenses</b>  |   |
|          | <p>MM had progressed the application for an alcohol license. This would be advertised in the Melksham News, as well as in the shop window. It was acknowledged that the timescales for approval would mean that the license would not be in place for the planned opening during mid-August.</p> <p>With respect to Food Hygiene, a Food Standards Agency questionnaire for small food retail outlets had been circulated. This would allow us to understand what food hygiene policies / procedures we would need to have in place. MM would have a go at working through this. MM would also enquire to Wiltshire Council about registering the shop as a food retailer.</p> <p>DS would pick up the required finance relate policies or procedures.</p> | <p><b>MM</b></p> <p><b>DS</b></p>                   |
| <b>7</b> | <b>Comms and Brand</b>   |   |
|          | <p>AC noted that we would no move to setting up an Instagram page would then feed to Facebook and other social media.</p> <p>JL was setting up the new domains for the shop and the hub and would confirm the various email addresses available over the next week.</p>  |   |
| <b>8</b> | <b>Draft Budget Plan 2021-22</b>   |   |
|          | <p>DS had circulated a draft of the full 2021-22 management budget, which was reviewed and discussed. The format was agreed. Further details would be added as the shop became operational and the steering group would be updated regularly.</p>  |   |
| <b>9</b> | <b>Date of Next Meeting</b>  |   |
|          | Tuesday 20th July, time tbc  |   |