## Shaw & Whitley Community Hub Minutes of the Meeting Held on Tuesday 27th July 2021

<u>Prese</u>	ent:		
Natha	than Hall (Chair) (NH)		
Alisor	Nison Candlin (AC)		
Dom	Szanto (DS)		
Apolo	ogies		
Martin Moorshead (MM)			
Charl	Charlotte Yates (CY)		
John	Lister (JL)		
No.	Item	Acti	on
1	Welcome and Apologies		
	NH welcomed everyone to the meeting and noted apologies.		
2	Minutes of the Meeting held on Tuesday 20 <sup>th</sup> July		
	Minutes of the meeting held on Tuesday 20 <sup>th</sup> July were reviewed and actions updated.		
	Outstanding Actions:		
	DS will continue to update the group regarding progress with the Seed Enterprise Investment Scheme (SEIS).	DS	
	<b>Tenancy Agreement</b> – Agreement had been reached on access to storage for the community shop, utilising the small storage room that would be cleared and shelved. This will be marked on the tenancy agreement. In addition, paragraph 6.3 would be amended to note that "neither party, acting reasonably, shall sell items conflicting with the other's business with the general principle that the landlord will sell products for consumption on the premises and the tenant will sell products for consumption off the premises."	DS	
	<b>Close of Share Scheme:</b> Sending share certificates was still an outstanding action.	NH / DS	1
	<b>Membership Strategy:</b> Work on this would commenced once other more immediate priorities had been addressed.		

3	Volunteers	
	NH updated on the recent volunteer drop in session which had been successful, with a significant number of volunteers attending wanting to work a regular weekly slot in the shop. In addition, there was good interest in the operations team roles.	
	The next steps would be:	
	<ul> <li>Draft an example weekly rota for volunteers to review and comment on. We would intend this to be the rota used from Monday 16<sup>th</sup> August,</li> <li>Invite volunteers to attend a short training slot at the shop on the 12<sup>th</sup> or 13<sup>th</sup> of August. This would involve basic till training and a discussion on essential items to cover with volunteers before they begin volunteering.</li> <li>Volunteers unable to attend the drop in sessions would be contacted regarding training.</li> </ul>	NH
	<ul> <li>It was also suggested that we should bring the operations team together for a chat and to connect them all.</li> </ul>	
	Some discussion took place about volunteer log ins to the till, and whether we should access a swipe card system to avoid every volunteer having to remember a passcode. This would need to be explored further.	
	The process for managing cash at the shop would also need to be looked at. It was noted that 2 individuals (Bob Brownrigg and Peter Richardson) and volunteers to support the cash handling process.	
	It was also noted that the CCTV in the shop would need to be in operation and cover the till area.	
	Defining the Café Managers Role	
	Discussion turned to what the group would expect to be covered by the hour a day that we could fund from the Spindles Café Manager. The following areas were agreed as a good starting point. NH would discuss with Karen Baker.	ΝН
	<ul> <li>Checking in on volunteers - how they doing?</li> <li>Providing support with Till problems</li> <li>Providing support with customer problems-</li> <li>Deliveries - shifting and lifting</li> <li>first aid cover -</li> </ul>	
	<ul> <li>fire safety warden</li> <li>Cover for any unplanned short gaps if volunteer late (exceptional basis)</li> <li>Potentially - cashing up (but 2 vols as well)</li> </ul>	
	2	

4	Product List and Suppliers	
	The shop shelving was being cleaned later that week. Therefore, the first order of non-perishable goods could be ordered through Youings for delivery on Monday 2 August.	AC
	Earlier that evening the group had met Cath Harris, who was interested in the supplies coordinator role. AC would forward CH the product and suppliers list and a discussion would be set up with CY.	AC
5	Date of Next Meeting	
	Tuesday 3rd August	