

**Shaw & Whitley Community Hub**  
 Minutes of the Steering Group Meeting Held on  
 Tuesday 2<sup>th</sup> December 2021 at 89 Corsham Road, Whitley

**Present:**

Nathan Hall (Chair) (NH)

Alison Candlin (AC)

Charlotte Yates (CY)

John Lister (JL)

Dom Szanto (DS)

Martin Moorshead (MM)

No.	Item	Action
1	<b>Welcome and Apologies</b>	
	NH welcomed everyone to the meeting.	
2.	<b>Minutes of the Meeting Held on 2nd November 2021</b>	
	<p>Actions from the previous meeting were reviewed, as follow:</p> <ul style="list-style-type: none"> <li>- AC had recently briefed the Spindles team regarding the training that volunteers working at Whitley Stores are given.</li> <li>- The team had not yet approached the Pear Tree to discuss a shared arrangement on fresh fruit and veg</li> <li>- NH had recently met with Karen Baker (Barbastelle) and again requested that management support charges should be itemised and invoiced for. It was anticipated that charges for November and December would be paid on this basis.</li> <li>- Actions from the Red book were now being written up weekly by a volunteer for review each week by members of the steering group.</li> <li>- A process for assessing, choosing and launching new products had not yet been developed over the coming months.</li> </ul>	<p style="text-align: center;"><b>NH</b></p> <p style="text-align: center;"><b>NH</b></p>
3.	<b>SWCH Ltd Management Accounts Review (November 2021)</b>	
	DS introduced the paper that updated on SWCH Management accounts for November 2021. Sales at Whitley Stores were slightly lower than in October, with total sales of £4627.12 (Oct £5092.35) and a gross margin of 14% (Oct 31%) and a gross profit of £632.73. This is primarily attributed to significantly higher stock purchasing ahead of Christmas. A total of £182.77 was discounted, however, which compares to £150 in October. Of this, £50 was wastage (Oct £56). Average sales trend is almost identical to October with Saturdays being the busiest day of the week.	

	<p>Cash receipts for sales were £4627.12 and SWCH made an operating loss of £464.50 in November 2021, which compares to an operating profit of £458.99 in October 2021. This loss is a combination of reduced sales, which are attributed primarily to November being a 'four weekend month', and higher cost of sales, which is due to early purchasing ahead of Christmas. Cash position is healthy with a total of £26,488 in bank and at hand (Sep £27,126).</p> <p>The group discussed the report in detail and concluded that:</p> <p>We should aim to get as close to a break even position as possible for year end.</p> <p>There was a need to focus in on controllable costs (including wastage and discounting, reducing any overheads and ensuring the management costs paid to Barbastelle Ltd were kept reasonable for both parties).</p> <p>Margins needed close review, and an emphasis on negotiation with key supplies should take place.</p> <p>It was agreed to submit a Grant Bid to MWPC to fund costs of additional display space in the store.</p>	NH
<b>4.</b>	<b>Operational Issues</b>	
	<p><b>Ordering Process:</b> CY and MM updated on current issues relating to ordering. It was noted that the Hobbs House croissants would no longer be available via Lovejoys and so other options for fresh croissants would need to be pursued.</p> <p>The team also reviewed the various XMAS promotions that were in place.</p> <p><b>Volunteer Rota and Volunteer Support:</b> It was agreed that further refresher volunteer training should be undertaken in the New Year for existing volunteers alongside new volunteer training for the 8 volunteers on the database who had not yet received initial training. The idea of identify a small group of senior volunteers that could support other volunteers was discussed.</p> <p>It was agreed to explore the use of a software tool to support volunteer management and coordination.</p>	MM / CY  AC  CY / AC
<b>5.</b>	<b>SWCH Items</b>	
	<p><b>Tenancy Agreement:</b> Following the recent meeting with the Barbastelle team it was anticipated that discussions would take place in January to clarify some of the aspects of the current Tenancy Agreement which were proving to be unclear or problematic for both parties. It was agreed to await further details on this from Barbastelle.</p>	DS

	<b>Seed Enterprise Investment Scheme:</b> As the store had now been operating for more than 4 months DS would begin the application for the SEIS, to allow SWCH community shareholders to apply for tax relief on their shares.	
<b>6.</b>	<b>Any Other Business</b>	
	NH noted the need to have further discussions in January on development issues for SWCH.	
<b>7.</b>	<b>Date of Next Meeting</b>	
	Tuesday 2nd February 2022	