

Shaw & Whitley Community Hub
 Minutes of the Steering Group Meeting Held on
 Tuesday 1st February 2022 at 123 First Lane, 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	Welcome and Apologies	
	NH welcomed everyone to the meeting.	
2.	Minutes of the Meeting Held on 2nd November 2021	
	<p>Actions from the previous meeting were reviewed, as follow:</p> <ul style="list-style-type: none"> - NH had submitted a grant bid to MWPC to fund additional display items for the store, communication of the award would take place later in the spring. - AC had arranged and delivered refresher training for volunteers -The team had not yet approached the Pear Tree to discuss a shared arrangement on fresh fruit and veg. - A process for assessing, choosing and launching new products had not yet been developed over the coming months. - DS had explored the application for SEIS and taken advice on this. The key advice was that the group would need to submit a business plan that demonstrated growth to increase chances of being awarded SEIS. DS would work with other group members and develop a basic outline business plan to be submitted alongside the SEIS application (following the required work to set the budget for next year). 	<p>NH</p> <p>CY</p> <p>DS</p>
3.	Steering Group Responsibilities	
	NH introduced the paper that set out the Steering Groups Responsibilities. NH reminded the group that their core responsibility was to deliver the 'objects' set out in the Society's rules, that being:	

	<ul style="list-style-type: none"> - <i>Developing and implementing plans for a community shop and hub, to serve the village communities of Shaw and Whitley.</i> - <i>Operating a community shop and hub, to serve the village communities of Shaw and Whitley.</i> - <i>Initiating other small community focussed projects for the benefit of the communities of Shaw and Whitley.</i> <p>The paper also outlined the core executive and non-executive roles of the steering group. It was acknowledged that the group needed to find the right balance between its executive and non-executive responsibilities, and ensure that time and skills of group members were used effectively (“we don’t all have to be involved in all things all of the time”).</p> <p>It was agreed that in addition to the roles set out in the paper for Chair, Treasurer and Secretary, responsibility for some key executive function would be discharged as follows:</p> <p>JL would take a lead responsibility for Whitley Stores Equipment, Maintenance and physical environment</p> <p>MM and CY would take a joint responsibility for: Oversight of Whitley Stores stock, ordering and pricing. Data analysis of data in the Epos system would support this function.</p> <p>The Group would share responsibility for Oversight of Health and Safety, Food Hygiene, the premises license, sale of restricted goods and fire procedures, GDPR and management of data. NH would ensure that Steering Group Agendas covered these important items on a regular basis.</p> <p>The overall relationship, including commercial terms, with the landlord for Whitley stores should be managed through NH and DS.</p> <p>Over the next 6 months, the group would actively pursue identifying volunteers from its membership community to take on operational activities that would support steering group members to focus on their steering group roles. This applied particularly in relation to stock ordering.</p> <p>The Group would continue to reflect and improve its ways of working.</p>	
4.	SWCH Finance	
	<p>It was agreed to move steering group meetings to the second Tuesday of each month so that a fuller review of the previous months finance data could take place.</p>	

	<p>DS updated that sales during January 2022 had been significantly down on December, with increased wastage costs and increased tenancy costs. It was likely that the group would end the year with a small overall loss.</p> <p>A Budgeting Process for 2022/23 would need to be undertaken now, and DS would arrange a session to focus in on this. Steering Group members would be invited to. This would include further review of margins to ensure these were set appropriately especially in relation to recent inflationary rises.</p> <p>CY raised that we need to spend time focussing on lessons learned to date, particularly around ordering and seasonal fluctuations in sales etc.</p> <p>In relation to management of the current Cash Balance, it was agreed not to take action on this at the moment, the group will come back to this once further work was undertaken on the business plan (as required via the SEIS process).</p> <p>It was agreed to seek interest from the community from accountants, before agreeing to fund the appointment of the Cadwalader team recommended through Plunkett Foundation.</p> <p>-</p>	<p>DS</p> <p>DS</p>
5.	Whitley Stores Operational Issues	
	<p>Due to lack of orders via the Pre-Orders process it was agreed to reduce the pre order process to one bread order a week (for Saturday delivery). The fridge could therefore be removed from the stock room to increase available space.</p> <p>DS agreed to review sale or return goods monthly, and it would be useful to link with CY on the idea of developing a procedure for agreeing craft items to stock and for how long.</p> <p>NH was asked to confirm with Barbastelle the opening days around Easter, and explore the possibility of the independent opening of Whitley Stores on Easter Sunday.</p>	<p>DS</p> <p>NH</p>
6.	Business Development	
	<p>As discussed earlier in the meeting, the group would need to explore a business plan that demonstrated growth to be submitted to HMRC as part of the application procedure for SEIS tax relief on community shares. This opened an opportunity for the group to consider at a high level, potential options for growing revenues. A discussion took place on the range of potential options for this, noting that all of these were medium to longer term in timeframe. Any options would need to be presented and considered by the groups membership before any firm decisions were taken, but the group agreed it was timely to begin work in background in this area.</p>	<p>JL / NH / DS</p>
7.	Any Other Business	

	It was agreed to undertake a deep clean of Whitley stores now that we had been open for 6 months. AC would put out a call for help from volunteers for this.	
8.	Date of Next Meeting	
	Tuesday 8th March 2022	