

Shaw & Whitley Community Hub
 Minutes of the Steering Group Meeting Held on
 Tuesday 12th April 2022 at 89 Corsham Road, Whitley

Present:

Nathan Hall (Chair) (NH)

Alison Candlin (AC)

Charlotte Yates (CY)

John Lister (JL)

Dom Szanto (DS)

Apologies

Martin Moorshead (MM)

No.	Item	Action
1	Welcome and Apologies	
	NH welcomed everyone to the meeting.	
2.	Minutes of the Meeting Held on 8th March 2021	
	<p>Actions from the previous meeting were reviewed, items not picked up on the agenda are outlines as follow:</p> <ul style="list-style-type: none"> - The team had not yet approached the Pear Tree to discuss a shared arrangement on fresh fruit and veg. - The proposed deep clean had not taken place, however the 2 freezers had been defrosted and cleaned. A date for the deep clean would be rescheduled but only after the proposed stock-take had been undertaken first. - NH had emailed volunteers to establish if there were any individuals interested and able to provide regular support to the coordination of the volunteer rota and the ordering process. It was agreed that if no individuals came forward then the next step would be to advertise these roles on social media. - Sale of alcohol procedures. NH stated that he had reviewed information via the Plunkett website which suggested that some areas could be added to the handbook and volunteer training around the sale of alcohol. In the first instance NH had contacted Wiltshire council for any recommended alcohol license training guides that the group could utilise. 	<p>NH</p> <p>NH</p> <p>NH</p> <p>NH</p>

3.	SWCH Finance	
	<p>Review of Management Accounts March 2022: A paper, presenting the management accounts for March 2022 had been circulated prior to the meeting. Sales at Whitley Stores had increased from February, with total sales of £4481.19 (Feb £3906.90) and a gross margin of 27% (Feb 19%), a gross profit of £1226.03 and an operating profit of £357.71. These were again considered very positive figures.</p> <p>It was noted that a stock count was required as part of the completion of the first end of year accounts. A date would need to be agreed with the landlord for access for this to take place.</p> <p>Process for Identifying and awarding Community Grants As agreed at the previous meeting, the group were keen to put in place a process to use the profits from Whitley Stores to support small community grants and projects benefiting Shaw and Whitley. NH had drafted a process for this which had been circulated prior to the meeting. The process was agreed with some minor amendments. NH and AC would work to publicise the scheme to the community and it was hoped that proposals could be shared with members at the forthcoming AGM.</p> <p>DS agreed to circulate the budget prepared as part of the SEIS application process.</p>	<p>DS</p> <p>AC / NH</p> <p>DS</p>
4.	Whitley Stores Operational Issues	
	<p><u>Eggs:</u> Following further discussion with the Steering Group it was agreed not to pursue the option of taking ownership of a flock of chickens at this point in time. It was agreed to pursue switching to a more sustainable and local egg supplier from the store's current supplier.</p> <p><u>Customer Accounts:</u> It was agreed not to offer customer accounts at this stage, due to the added process burden on all volunteers. Customer Accounts could operate on a request only basis in certain limited circumstances.</p> <p><u>Process for considering craft / display table items:</u> CY had prepared a form to be used by all craft suppliers wishing to sell items through Whitley Stores. The form was agreed by the group. It should be forwarded for completion to any supplier who has contacted SWCH wanting to display items in Whitley Stores. Completed forms would be discussed by the Steering Group at the following Steering Group meeting and a decision made regarding if and when to stock the proposed items.</p> <p>The form should be made available on the Whitley Stores Website</p> <p><u>Long Dated Items:</u> Some concern was expressed at the likely wastage costs over the coming months of some long-dated items that have not sold well. A</p>	<p>AC</p> <p>JL</p>

	<p>step by step process needed to be in place to prevent future wastage costs relating to such items:</p> <ol style="list-style-type: none"> 1. Volunteers to keep reviewing dates and raise those approaching best before dates via the red book 2. Items should only be reduced once the best before date had passed and should only be reduced by 25% 3. After 1 month of being reduced these items should be offered for free collection (and written off) 4. After 1 week of being offered for free they should be thrown away (or where applicable offered to a local food bank). <p>Those items that have not sold would not be restocked.</p>	
5.	AGM	
	<p>The AGM would take place on the evening of Tuesday 5th July 2022. The Reading Rooms would be approached to book for this date [post meeting note: the Reading Rooms is available and has been booked].</p> <p>NH would put together the Agenda for the AGM and circulate to members. This would include:</p> <ul style="list-style-type: none"> - Presentation of annual accounts - Appointment of steering Group - Review of the year - Questions and Feedback from Members - Community Grant proposals <p>The AGM would also be used to bring together and connect with members and volunteers, providing an opportunity to celebrate Whitley Stores first year of operating.</p>	NH
6.	Statutory Duties (Standing Item)	
	<p>Group Consideration of Health and Safety Issues:</p> <p>It was noted that a volunteer had been hit on the head by a small item falling from the top shelf of the freezer. Minor first-aid treatment had been delivered at the time of the accident. The Group wanted to ensure that the incident was recorded in the accident book and that all volunteers were reminded to take care when stacking shelves and freezers. All volunteers would also be reminded of the location of the first aid kit and the support of an on-site first aider from the Café.</p> <p>Group Consideration of any License Issues: None to note.</p>	AC
7.	Any other Business	
	JL noted that he was pursuing discussions regarding longer term development options.	
8.	Date of Next Meeting	
	Tuesday 10 th May 2022	