

**Shaw & Whitley Community Hub**  
 Minutes of the Steering Group Meeting Held on  
 Tuesday 8th March 2022 at the Head Shed, 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 8th March 2021</b>	
	<p>Actions from the previous meeting were reviewed, as follow:</p> <ul style="list-style-type: none"> <li>-The team had not yet approached the Pear Tree to discuss a shared arrangement on fresh fruit and veg.</li> <li>- A process for assessing, choosing and launching new products had not yet been developed over the coming months.</li> <li>- After seeking interest from within the community from accountants, with no interest coming forward, DS had confirmed the appointment of the Cadwalader team who had been recommended through Plunkett Foundation.</li> <li>- NH had confirmed with the landlord (Barbastelle) the opening days around Easter. It was confirmed that the café would be closed on Easter Sunday and there was no appetite from the landlord to explore the independent opening of Whitley Stores (an outline procedure for this had been developed by the steering group and presented to the landlords). Therefore, Whitley Stores would have to be closed on Easter Sunday.</li> </ul>	<p><b>NH</b></p> <p><b>CY</b></p>
3.	<b>SWCH Finance</b>	
	<b>Review of Management Accounts February 2022:</b> A paper, presenting the management accounts for February 2022 had been circulated prior to the meeting. Sales at Whitley Stores were increased vs. January, with total sales	

	<p>of £3906.90 (Jan £3115.99) and a gross margin of 19% (Jan 4%) and a gross profit of £729.96. This is broadly as expected, with sales returning to normal following a January 'slump'. A total of £190 was discounted, however, which compares to £157 in January.</p> <p>Overall costs meant that SWCH made an operating loss of £1.20 in February 2022, which compares to an operating loss of £1036.39 in January 2022.</p> <p>The full year forecast (excluding set-up costs) is now showing a marginal surplus of just under £800, broadly in line with the original business plan.</p> <p>Such a position would mean the group could consider developing its process for funding small community projects, and this would be discussed further at a future meeting.</p> <p>Given the fluctuating and rising position of wholesalers prices the group recognised the importance of keeping on top of pricing.</p> <p><b>Draft budget 2022/23:</b> DS had prepared the budget for 2022/23 which had been circulated prior to the meeting. The overall plan forecast a small end of year surplus of £93, based on achieving a gross margin of 23% and an average daily sales of £156. <b>The budget was agreed by the group.</b></p>	<p><b>NH</b></p> <p><b>MM / CY</b></p>
<p><b>4.</b></p>	<p><b>Whitley Stores Operational Issues</b></p>	
	<p>Update on Recent Landlord Discussion: NH provided a verbal update on recent discussions with the landlord.</p> <p>Eggs: It was agreed to pursue the small Whitley based egg supplier for the shop who had approached with an offer of supply eggs from the village. The process for managing sell by dates for the eggs was discuss.</p> <p>Customer Accounts: Broadly, the group were happy to further explore customer accounts, particularly for those customers who purchase a daily newspaper. More detail would be forthcoming on the process at the next meeting.</p> <p>Window Display: The practicalities of trying to change the window display whilst the café is open was discussed and it was felt it would be much more practical to undertake this out of hours (subject to agreeing access with the landlord).</p> <p>Date for Deep Clean: The café manager / landlord would be approached to agree a suitable date to undertake a deep clean of the store.</p> <p>Weekend help pre-opening: It was noted that the café manager was helping with the task of preparing papers on the weekend (as planned and funded by SWCH to do so).</p>	<p><b>AC</b></p> <p><b>AC</b></p> <p><b>CY</b></p>

	It was noted that a limited response had been received from the request for volunteer support with some of the operational duties involved in running Whitley Stores. An email would be sent to the database of volunteers who were not currently undertaking shifts in the store.	<b>NH</b>
<b>6.</b>	<b>Business Development</b>	
	<p>DS/JL and NH had met. The key advice was that the group would need to discuss a business plan that demonstrated growth which was needed to support the groups SEIS application. The group had discussed the level of turnover that would need to be generated to support the recruitment of a shop manager.</p> <p>Further to this, there were currently no updates to make regarding longer term considerations for growing the business.</p>	<b>DS</b>
<b>7.</b>	<b>Statutory Duties (Standing Item)</b>	
	<p>Group Consideration of Health and Safety Issues: None to report.</p> <p>Group Consideration of any License Issues: Some discussion took place regarding whether further updates were required for volunteers regarding procedures, following some information on this matter via the Plunkett Foundation. NH stated he would review this to if any further action was required.</p>	<b>NH</b>
<b>8.</b>	<b>Any Other Business</b>	
	The process and arrangements for supplying bread from the new bread supplier to the café was discussed. In addition the pre order forms would need to be updated with the new suppliers offer on.	
<b>9.</b>	<b>Date of Next Meeting</b>	
	Tuesday 12 <sup>th</sup> April 2022	