

Shaw & Whitley Community Hub
 Minutes of the Steering Group Meeting Held on
 Tuesday 14th June 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 14th April 2022	
	<p>Actions from the previous meeting were reviewed, items not picked up on the agenda were discussed as follows:</p> <ul style="list-style-type: none"> - 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 these opportunities for volunteering should be communicated more widely via social media and also for the steering group to identify individuals and discuss with them the opportunity to support the shop. - Sale of alcohol procedures. NH stated that he had asked Wiltshire Council for some advice on appropriate training regarding this area but had not yet had a response. - John Lister to add the local supplier form to the website 	<p>ALL</p> <p>NH</p> <p>JL</p>
3.	SWCH Finance	
	Review of Management Accounts May 2022: A paper, presenting the management accounts for May 2022 had been circulated prior to the meeting. Sales at Whitley Stores during May were very similar to April, with total sales	

	<p>of £4041.42 (Apr £4047.58) and a gross margin of 32% (Apr 11%) and a gross profit of £1307.36. Given cost of sales can be a 'lag' to sales, the average margin of 21% across April and May is reasonable. A total of £135.16 was written off of which £79 was wastage.</p> <p>Sign Off of End of Year Accounts The end of year accounts, which had been prepared by SWCH's accountants (Cadwallader), had been circulated prior to the meeting. These were agreed and signed off by the group. DS noted the following points:</p> <p>The accounts show a £2.1k loss which is broadly attributed to the non-capital elements of the initial set-up (a range of one-off items of expenditure that were required to get the store up and running account for this position). DS explained that net of these one-off set-up costs, SWCH has made a modest trading profit and therefore the commitment to offer some small community grants this year was still reasonable.</p> <p>DS also noted that SWCH has £26k in the bank which we should recommend to members is retained for at least three years to allow for changes in our position, especially in the current economic climate.</p>	
4.	Shaw and Whitley Community Hub AGM	
	<p>NH talked through the planned agenda for the forthcoming AGM which was scheduled to take place on Tuesday 5th July, 7.15pm. It was agreed that in line with the society rules, only Society Members would join the first part of the AGM, with volunteers who were not members and other guests invited from 8.00pm for a more informal chat over refreshments to celebrate the first year of Whitley Stores.</p> <p>NH would circulate the agreed agenda to all members at least a week prior to the AGM.</p>	NH
5.	Whitley Stores Operational Issues	
	<p>NH would ask Bike and Bean to offer up some dates they would be happy for SWCH to access the store out of hours for a deep clean.</p> <p>JL updated that agreement had been reached to have the till replaced due to its faulty wireless. A cloud sync would need to be performed as part of installation of the new till.</p> <p>AC updated on the successful running of the Shaw and Whitley Community Pub at the recent Jubilee village fete. Over £1000 in profit had been made, 50% of which would be given to CAWS. SWCH have offered to run the bar at future village fetes, and a spreadsheet of the items sold was on file to support planning at future events. The event had been a good opportunity for villagers to enjoy tasting the local beverages that are part of the Whitley Stores offer, with great feedback received.</p>	NH JL

	MM updated on changes required to bread pricing and the need to update the labelling in some parts of the store, including for the fridges.	MM
	It was agreed the SWCH would run a BBQ at the PAFOS fete. CY and MM would lead on this.	CY
6.	Update of Recent Discussions with Landlord (Barbastelle Ltd)	
	<p>NH updated on the recent discussions he had attended with Barbastelle Ltd. Notes from this meeting had been circulated. NH had confirmed that SWCH continued to be a very good tenant for Barbastelle and were keen to find ways that the businesses that occupy 116 Top Lane could mutually support each other to be more successful. Opportunities for doing so would continue to be explored between Barbastelle and SWCH.</p> <p>The group expressed some disappointment that the Whitley Stores display had been removed (SWCH had reluctantly agreed to this request, as part of supporting the Landlords increased focus on bike sales). However, it was also noted that the re-modelling of the front of the 116 Top Lane building would still include window advertisement space for Whitley Stores, which was deemed to be vital to the interests of the community shop business.</p> <p>The landlord had updated on their intent to increase utility costs (given current inflation situation), with heating and lighting for the building being split three ways and a plug-in meter would be used to update electrical cost charges.</p> <p>Actions identified at the meeting with Bike and Bean for further cooperation would be developed further over the coming weeks.</p>	
7.	Statutory Duties (Standing Item)	
	<p>Group Consideration of Health and Safety Issues: It was noted that actions relating to an accident in the store reported at the previous meeting had all been completed,</p> <p>Group Consideration of any Licence Issues: None to note.</p>	
8.	Any other Business	
	None received	
9.	Date of Next Meeting	
	AGM Tuesday 5 th July 2022	