**MINUTES OF COMMUNITY SHOP STEERING GROUP MEETING**

**HELD ON**

**MONDAY 25TH JANUARY 2021**

1. **Introduction and Chairman’s update**

JS informed all he had spoken with the person in village who had made enquiries with regards opening up a Shop in the village. This person is happy for the Community Steering Group to keep going ahead with their plans and would only show an interest if the plans did not work out.

JS also informed all that at the Oakley Parish Council meeting in January it was decided and agreed for a budget of £1500 to be put aside to help towards cost in getting the Oakley Village Store off the ground.

AS informed all that she had spoken with Eileen Slade who ran the Brill Stores for a considerable time, she is interested and happy to join the Steering Group, when the time is right. It was agreed to ask her to join at the next meeting in February. AS agreed, she would email her with the Shop Survey results and other relevant info including the draft business plan.

1. **Confluence Site – briefing (ME):**

ME reported on the Confluence Site - He explained this is a site where we can store all our documents/data with regards to the Oakley Village Store, rather than us all having to email each other separate documents and updates. It was agreed by all this would be an effective way to store documents. ME said the site was easy to use and that he will send the link to all so each person can go online and have a play with the site. All will report back at the next meeting.

1. **Group discussion of issues/workstreams arising from AS comparison chart of case-studies and SD/RG draft business Plan**
* It was agreed that the name of the store will be “Oakley Village Stores”
* It was also agreed that a Website and Domain name need to be set up. RG informed all that if we use “Square Space” to set up the website then we can register the domain name “oakleyvillagestores.com” under the annual subscription with Squarespace without having to pay an additional annual cost for the domain name. The cost for the annual subscription to set up the website is £120 if we have our own Squarespace but if its hosted on an existing one it would be around £16. JS to speak to Oakley Parish Council re the subscription and domain name and whether we can initially buy and host it on the Parish Council Square Space account.
* **Funding**
* Discussions took place with regards putting together a “Village Community Shop Share Offer” prospectus/leaflet, to be circulated to all residents. PP offered to make a start on this and to produce a draft prospectus/leaflet for the steering group. We would be looking at circulating this end of March beginning of April. Various discussions took place with regards to how the Share Scheme would work, and it was discussed that an amount to be raised would be agreed and shares would be set at a figure of around £25 per share and people over 18 would be allowed to buy up to a “capped” amount of shares. These shares are not profit shares, but residents would potentially be allowed to have their money returned to the same amount of each share they had purchased should there be sufficient funds available in the business and it be authorised by the management group.
* JS and SD will look at other funding/grant sources and report at the next meeting, discussions took place with regards to grants and the need to look at options with regards to what is available, on the basis of when the grants would pay out as for example grants that did not pay out until Sept/Oct time would not be as useful as grants that are more readily available now, as we would wish to get the store up and running as soon as possible.
* **Product and Services**
* Post Office – PP has circulated to all the possibilities that are available at present, she went on to say that this is on going and she has emailed the post office to ask for more information.
* Local Suppliers/Produce – Agreed to leave for future discussion
* Other more generic suppliers – Agreed to leave for future discussion
* **Premises**
* JS and SB informed all that they have looked at various locations around the village hall and that SB will prepare a proposal to put together for the March meeting of Oakley Parish Council to look at all options and agree on the preferred choice. At this stage it will be presented to OPC in 2D also using Google Earth Maps showing size and location of each option.
* **Staffing and Business Opening Hours**
* It was agreed that these options will be discussed at a later date, when Eileen Slade has joined the group. Janet Salter also offered to look into other village shop opening hours and hours of work for volunteers and salaries paid.
1. **Confirm and agree action plan from this evenings meeting**

**Anne Staff –** To speak with Eileen Slade, invite her to join the next meeting in February and email her survey results.

**Marc Ellsworth –** To email all from the group the link for the Confluence Site

**James Smith/Anne Staff/Pat Pointer –** To speak with Oakley Parish Council with regards to Domain name being added to the Oakley website Squarespace.

**James Smith/Sarah Dollah –** Assess funding sources for Grant Funding

**Pat Pointer –** First draft for the Village Community Shop Share Offer and try and obtain response from Post Office.

**James Smith –** To contact Plunket Foundation

**Richard Gee/Stewart Bates –** Work on premises and drawings to present to Oakley Parish Council

**Janet Salter –** To survey other stores opening hours/staff and salaries

* **Date and Time of Next Meeting**

Monday 15th February 2021 virtual zoom meeting to be held at 7.30pm