**MINUTES OF COMMUNITY SHOP GROUP MEETING**

**15TH FEBRUARY 2021 @ 7.30PM**

**Present:**

James Smith (Acting Chair)

Anne Staff

Pat Pointer

Sarah Dollah

Stewart Bates

Richard Gee

Marc Ellesworth

1. **Welcome and Update**

JS welcomed all to the 4th meeting of the Community Shop Group meeting.

PP confirmed she had purchased the domain name oakleyvillagestores.co.uk through Oakley Parish Council Squarespace account.

AS updated that she had contacted the person who had considered joining the group, but unfortunately, she had decided to decline the offer because of other commitments. It was agreed that maybe in the future if we needed advice, we could contact her on a consultancy basis.

JS reported on the email he had circulated to all present from Brandon Matteo with the proposal from him and his partner to effectively run the village shop. Unfortunately, the proposal is not inline with what we want/need as their interest is not in managing the shop but renting the unit from the Parish Council and running the shop. At the moment what he is proposing does not fit with the model we are working on, but perhaps in the future when shop is near to opening, they may possibly change their mind and be interested in managing the shop for the Community.

**JS** All agreed for JS to thank them for taking the time to write their proposal and that we will keep an open mind for the future.

JS asked if all were in agreement to keep on using Confluence to store all documents relating to the Community Shop, all agreed they are happy to keep on using the site.

1. **Discussion on premises options & presentation to Parish Council**

RG and SB have produced a draft PowerPoint presentation on the premises/location of the shop.

Firstly, it was noted that “thanks” must go to Andy Jones at the appropriate moment, for his help to RG and SB in producing the PowerPoint presentation.

RG proceeded to present the PowerPoint presentation to the group, explaining that 4 different options for the location had been considered with Options A and B coming out as the best possible locations. Options C and D were ruled out for various reasons including, space required/too much groundwork preparation needed/moving and relocating of Sheds. From Options A and B it was considered that Option A was the better located spot due to its accessibility from the carpark/its location making it easier for deliveries of goods to be offloaded/ and for security reasons. Option B is classed as a good alternative if the Parish Council fail to go with Option A – but the downfalls of this location are: it is hidden at the back of the village hall so security could be an issue/the size of the concrete patio already in place is not large enough so the decking area would have to be built onto the shop, this being because of the doors at the back of the village hall leading into the Football Changing rooms, which would mean the shop could not sit back to the wall of the village hall.

All agreed the presentation was good, and RG agreed to present it at the Parish Council meeting on Tuesday 2nd March 2021 @ 7.30pm. RG explained that the building would be 2 x 40ft containers, that will be welded together and then shop fitted inside, windows and sky lights, possibly wooden cladded and perhaps be fitted with a roof garden and bug hotels to ensure it was eco-friendly. All agreed with the principal drawings.

It was also agreed that before the presentation to the Parish Council RG/SB would ensure they covered the more in-depth reasons as to why options C and D were thought not viable.

Other possible challenges from the Parish Council could be:

**JS** Car Park – what would the footfall be -JS said he would get this.

Shop Hours

Planning Process

JS asked all present “are we as a group comfortable with this being presented to the Parish Council for their approval in principle on the location of the shop”

All agreed.

It was also agreed that SB 3D version of the plan would not be presented at the Parish Council Meeting but used as a WOW factor when delivering the plan out to village residents at a future date.

1. **Funding:**
2. **Do we think business plan assumed minimum figure is enough?**

It was agreed that the minimum overall figure that would get the shop built/stocked and up and running would be 50K but that we would be aiming towards a figure of 70K.

1. **Funding sources/applications** –Based on that analysis JGS and SD have identified the following are the most likely (and quickest bearing in mind our programme) options to take forward:

Bucks Council Community Board – Priority Fund – JGS thinks we can realistically apply for circa £15,000 (could go a bit higher (e.g., £20k) if feel confident) – possible application by Parish Council rather than us?

Persimmon Community Champions – up to £2,000.

Big Lottery Fund Award for All – up to £10,000.

Heart of Bucks – up to £5,000.

Power to Change Business Crowd match which matches any funding raised up to £10K – BUT ONLY IF WE DO CROWDFUNDING FOR ANY ELEMENT OF THE PROJECT – TO BE DUSCUSSED.

It was agreed that it would be best to try for the Community Board funding as soon as possible as the date of 31st March starts their funding year. It was agreed to discuss with the Parish Council the application for the funding as it may be a better idea that the Parish Council apply for this funding.

It was agreed that we would need to raise 37,450 in grants with the rest coming from Shares.

1. **Share issue** – **discussion of PP draft documents & identification of next steps/timeline and funding target**.

PP outlined the differences between Booklet 1 and 2 for the Share Prospectus document. Difference mainly being Booklet 1 is a simpler format consisting of an A5 size booklet to be distributed to residents, Booklet 2 basically held the same information but in a little more detail.

**SD/PP** It was agreed that to keep the booklet as simple as possible and not be over elaborate would be the way forward, with perhaps using parts of both booklets to produce a final draft. It was agreed to add more information with regards to Tax benefits for Shareholders as an incentive. SD said she would forward some information to PP and PP said she will produce another draft for the March meeting.

1. **Staffing** – **any comments on JS analysis of staffing levels or staffing thoughts generally.**

 It was agreed to shelve discussions on staffing until later in the project.

1. **New workstreams & any adjustments to project timeline?**

**ME** It was agreed that before we launch the website firstly, we need to get brand/logo/signage sorted. ME agreed to do this. It was also agreed that when setting up the website to ensure we add a mechanism for feedback from the public.

It was agreed to launch the 3D model of the final look and location on the new website once it has been agreed.

It was also agreed to advertise the address of the new website in the April issue of the Oakley Informer – Janet has since found out the deadline date for this is **18th March 2021** so we will be able to discuss at the next Community Shop meeting on 15th March.

1. **AOB**

**JS/RG** It was agreed that JS/RG will go over the Business Plan document before the Parish Council meeting on 2nd March 2021 – so it can be circulated to all Parish Councillors before the meeting.

**JS/PP**  Janet and Pat will look up SKU lists and see if they can obtain any online which would help with deciding the most popular products to sell in the shop.

**PP** To contact the Plunkett Foundation with regards to registering with them.

**NEXT MEETING TO BE HELD ON MONDAY 15TH MARCH 2021 @ 7.30PM**

**VIRTUAL ZOOM MEETING**