**MINUTES OF COMMUNITY SHOP GROUP MEETING**

**15TH March 2021 @ 7.30PM**

**Present:**

James Smith (Acting Chair)

Anne Staff

Pat Pointer

Sarah Dollah

Stewart Bates

Richard Gee

Marc Ellsworth

Janet Salter

1. **Welcome and Update**

JS welcomed all to the 5th meeting of the Community Shop Group meeting.

He also thanked SB/RG for their hard work in getting the designs ready for the Parish Council Meeting on 2nd March 2021 and for the Presentation they gave at the Parish Council Meeting.

1. **Debrief from Parish Council Meeting**

The outcome of the Presentation at the Parish Council Meeting was that the Parish Councillors preferred the site of Option B rather than Option A. Discussions took place as to if we should re present Option A to the Parish Council now that we had the 3D images to show exactly how it would look.

It was decided that as we all feel that the Parish Councillors will not change their mind on the view that Option B is best, we will move forward with Option B as the location for the shop, although it was agreed that JS will email all Councillors with the 3D images for Option A along with option B just in case it prompted any change of heart. Although it was agreed that this was probably unlikely to happen. So, it was agreed that as we stand, we will go out with public consultation with Option B.

There was some further discussion around minor amendments to the updated plans that RG and SB have produced which RG will deal with ahead of the public consultation.

SB presented the 3D images and talked everyone through them, and everyone agreed that they were excellent.

1. **Village Consultation:**

**Are we still able to go forward this month?**

It was agreed that we go forward with the village consultation on Option B and to be ready to go on Friday 2nd April 2021.

**Oakley Informer Content (needed by Thursday 18th March 2021)**

 The piece advertising the consultation needs to be ready for the Oakley Informer by 18th March 2021. Janet Salter advised that if we wanted to show the images in Colour that we ask for pages 16 and 17 to be available 16 being the left-hand side page and 17 being the right-hand side with one page with 3D images and one page with writing. It was agreed to also advertise the same pages in the Notice boards around the village (noticeboard by the garage and the new notice board at the Village Hall).

 **How to receive feedback?**

 The question was asked how we ask for feedback from the village on the consultation and agreed that a link to the website to a form to be filled by residents and then emailing it to the new email address for the Store with the option for if residents preferred to drop off by hand a form to Pat, who will scan them in and add them to the ones received by email. It was agreed that Pat will organise a new email address with gmail the address will be oakleyvillagestores@gmail.com

1. **Other Workstreams**

 **Planning Application/Pre-application advice request**

JS will prepare a pre planning application feedback request in order to get feedback from Bucks Council Planning department.

 **Community Fund Application/Other grant funding applications**.

It was agreed that the first application to be made should be to The Community Board and the application to go in as soon as possible in April – SD will draft an application for this with the aim being to circulate it to the Parish Council for their comment/approval at the April meeting. Other funding grants will also be applied for as soon as possible.

 **Setting up the Community Benefit Society/Plunkett Foundation/FCA Memberships**

Discussions took place with regards to the Membership for Community Benefit Society/Plunkett Foundation Membership and the FCA Membership. It was agreed that we do need these memberships as all are beneficial. JS will read through the Plunkett Foundation information that PP emailed him as PP thinks if we take out the Plunkett Foundation Community Business Membership, we may be able to get discount on the other two memberships, plus we will be able to go to Plunkett Foundation for advice whilst setting up the Store and also once the store is up and running.

 **Share Issue Prospectus/Details**

PP informed all that she had now added advice on Tax Benefits to the Prospectus and circulated.

 It was agreed to set the cost of one share at £25

 PP will add this to the Prospectus and re circulate for all to read and resend to PP with any changes that anyone feels needs to be done before the final prospectus is agreed.

 **Branding/Website**

It was agreed that ME will start building the website ready for its launch on Friday 2nd April 2021. PP will send ME the details of password etc., for Squarespace and the new email address.

 Discussions took place with regards to a Logo – ME now has some ideas on a Logo and will circulate to all when he has put his idea together.

 **SKU/Product & Supplier Info;**

JS said that Janet Salter is doing a fantastic job collecting the information on product lists and prices. Janet said she is finding it difficult to find out the discounts that are offered because we are not as yet members of Wholesale Warehouses such as Bookers. RG said he had a Bookers card and will send details to Janet, which may help. This is an ongoing project that at present we are not ready to use the information provided but will be in the future once the shop is ready to stock.

1. **Any Other Business**

 There was no other business expect for JS to thank SB for all the work gone in to producing the 3D images and video.

 **NEXT MEETING DATE WAS NOT AGREED AT THE MEETING BUT WILL BE AGREED BY ALL**