

Minutes of Oakley Community Shop Project

Zoom meeting on Monday 16th November 2020 @ 7.30pm

Present:

James Smith (Parish Councillor)

Pat Pointer (Parish Clerk)

Anne Staff (Parish Councillor) **could not join the meeting because of Internet problems**

Volunteers for the Steering Committee Present:

Sarah Dollar

Janet Salter

Richard Gee

Stewart Bates

Marc Ellsworth

1. Welcome and Introductions

JS opened the meeting and welcomed all present, and asked them to introduce themselves and what they could bring to the Community Shop Project.

All present introduced themselves and said they were committed and enthusiastic bringing different skills to the table such as Project Managing, Shop Fitting, Technical Support, Business Modules, Finance with regards to getting the Community Project up and running.

2. Project so far

JS explained the idea for a Community Shop had been discussed during Parish Council meetings and had been agreed as a good idea, JS offered to get the project off the ground with the help of AS and PP. The vision discussed during the PC meetings was a local shop, run by the Community for the Community selling local produce/children's sweets/café selling cakes etc.,

JS reported that in 2019 members of the Parish Council organised a survey which was sent out to all residents with regards to if a Community Shop would be welcomed in the village. Details of the survey were recorded, and each member of this meeting has had an emailed copy of the survey results.

JS explained to the group the reason for the length of time it has taken to get to this stage of our first meeting was because there was news of another shop being opened in the village, so we held back waiting to see if this took place. As it now has fallen through it was agreed to continue with the Community Shop.

JS gave an update on the project so far and explained that himself, Anne Staff and Pat Pointer had been given permission from OPC to have the Community Shop at the back of the village hall on the concrete base where there is at present a single basket ball area. This was agreed to be a good area to use as if we were having a café at the shop with table and chairs set up outside the shop, residents of the village could use the café whilst their children were safely playing in the Children's playground area. JS went on to explain we had also considered the Football Clubs shed on the left hand side of the field after the children's playground area, as this is already a building which would have made it easier to convert, but although not completely ruled out unfortunately this is not an option at this time.

3. Purpose of this initial meeting

JS explained the purpose of this initial meeting is to form and introduce the Steering Committee which will be comprised of PP, JS and AS (as clerk and Parish Council representatives) plus:

Sarah Dollar

Janet Salter

Richard Gee

Stewart Bates

Marc Ellsworth

The initial task to be undertaken over the next couple of months was agreed as refining the vision of the Community Shop.

RG asked if the shop would become self-reliant with a team of volunteers running the shop. **JS** explained that all options were under consideration and looking at other models and deciding on the best fit for us forms part of the initial work. Some community shops have full time employed managers but most also have volunteers from their village running or working at the shop. Also, whilst some community shop profits go back into the shop another option would be to operate as some sort of community vehicle whereby profits can go into a fund for projects in the village.

JS explained that although the Parish Council had guided the Project up to this point, it was hoped that the non-Parish Council Steering Committee members will increasingly take over the Project so that **JS/AS/PP** can step back at an appropriate point closer to the operational phase and allow the group to carry on with the Project.

As no one present wished to take on the role as Chairperson for the group this evening, **JS** said that he would carry on for the time being Chairing the meetings but hopes that at some point next year one of the other members (or even a new member) might be prepared to take on the role.

4. Roles of Individuals to Undertake on the Steering Committee

There was a discussion as to whether to allocate specific roles on the steering group to people at this stage. However, it was felt better to do that at a later point in the project where the work streams become more identifiable. For now, it was decided that members of the group should each research different topics ahead of the next meeting so that we could try and refine the vision., These were agreed as follows:

RG and SD to research operational models and funding sources available (e.g. loans and grants);

JS and SB to look a bit further into property requirements and space available adjacent to the village hall;

The remainder of the group were to research and report back to the group on other local Community Shops in surrounding villages to gain information on how they were set up or how they are run.

The following shops were agreed to be used and members of the committee offered to take on individual shops:

Tackley Shop - (Marc Ellsworth)

Islip – (Pat Pointer)

Little Milton (Janet Salter)

Appleton & Wootton (Janet Salter)

Twyford (JS said he would ask Anne Staff if she would do this)

JS suggested people looked at the Village Shop websites as at present we can not visit the shops there are telephone numbers on the sites so information could be gained this way and that many were happy to provide info over the phone as they are keen to share their experiences. **JS** agreed to email a template of questions to be asked. It was agreed to report back information at the next meeting.

5. Any Other Business

PP to look at past emails for list of volunteers.

It was agreed when at the point shop is ready to be fitted out that volunteers of village/local tradesmen would be asked to help.

It was agreed to put out an update to the village with regards to explaining that where we are at present with the Project. Oakley Informer will be contacted (Deadline is Wednesday 18th November 2020) Facebook and on the Website. **JS to write**

It was also discussed that perhaps vending machines (for produce) and perhaps storage jars containing dried goods would be good idea to add to list for the shop.

**NEXT MEETING TO BE HELD ON MONDAY 14TH DECEMBER 2020 AT 7.30PM
BY A ZOOM MEETING**