

Heart of the Village Steering Team
The Williams Hall
Meeting December 2nd, 2019, 7:30PM

Present: Graham Gleed, Nick Sloan, Sara Sollis, Heather Venn, Mike Blair, David House, Hannah Puddy, Marilyn Clarke.

Public: 8

Meeting opened 7:30pm

1. Apologises: Sam Smith and John Davison

2. Meeting minutes

No comments made

3. Financials

3.1. Update on current position £135,350 171 people

3.2. Grant/funding status: Olivia has found lots of places we can apply for funding and grants; however, we need to have purchased the pub before we can apply.

3.3. MATP: Plunkett Foundation met last week to review our application, we are now awaiting the outcome. If anymore is heard, Graham to circulate.

3.4. SCF: Graham and Olivia have meet with Somerset Community Foundation, HDTV can look at a grant/loan for £150,000, further meeting required to fully investigate.

4. Shop in a box (SIAB)

4.1. Status update: At the last meeting, it was agreed to go ahead

4.2. Position and operation

Ian and Karen to remain looking after the SIAB until the 31st March 2020

Parish Council has voted yes to fund £5,000 start-up fees.

Village Hall trustees have agreed to SIAB on site – to be placed by the flagpole.

Water supply required; shop users are permitted to use the hall facilities.

Broughton moved out of SIAB 01/12/20109

Nick and Mike to attend building to remove awning, so it comes with it.

Mike to find out date the SIAB will be delivered – not the 10th or 11th.

Opening of the SIAB – 6th January 2020.

Ian will require help moving from current position to the SIAB

If newspapers and milk are required, if the shop is to open before the 6th January, Ian needs to know ASAP

Ian explained to the public what his role is within the SIAB:

To manage a good transition and training for volunteers.

Forms for transport of SIAB –

who is responsible, HOTV for on-going?

who's paying for transport/delivery – Parish Council

- Need volunteers
- Publicity
- Banners?
- Sign for the shop, Ian advised we can have the current sign above the shop.

Sara has asked that she is kept in the loop so social media can be kept up to date.

Graham thanked Mike for all commitment and help.

Chris asked what the shop is going to be called? Suggestion “The Village Stores” but cross out the word “The” and replace it with “Community”. Photos to be taken of SIAB being placed on site.

5. Work streams

- 5.1. Personnel and recruitment Start the process to recruit a shop manager. Sara sent a list of questions about recruiting which need to be answered Recruitment needs a meeting of its own. Do we need a manager? Broughton did not have a manager
- 5.2. Volunteers: People to help with moving the shop contents and the running. Need a main lead. Broughton used ‘Three rings’ software – Mike to look into this. Need a shift plan in place before Ian & Karen finish. 68 People originally surveyed volunteered to help to run the shop.
- 5.3. Community Role Marilyn is going to try and identify the sort of groups within the village e.g. disabilities and ages and requirement and wants.
- 5.4. Communication: Graham has asked that we stay positive, we will always have negative feedback, that is the nature of what we are doing. Communication is vital – co-ordinated approach to all senders.
- 5.5. Once banner has been decided on the design, all MUST coordinate for social media to include all current members.
- 5.6. Graham to write a FAQ and circulate. What is happening to the Royal Oak, FAQ to be written. Short term focus for SIAB long term focus for the Royal Oak.
- 5.7. Planning permission – need to start the process – Graham to look into this.

6. SITR:

- 6.1. Graham has received an email to say tax inspector is willing to grant Advance Assurance for SITR and confirmation will be sent. Maximum investment allowed under this scheme is 350,000 euros.

6.2. Graham and Nick to put clear advice on the website once actual paperwork finalised and received.

7. Any Other Business

Nick asked how are we going to distribute the Share Certificates? Hand deliver those we can in the first week of January.

Graham to send an up to date list of all shareholders.

All attendees are asked to use the side door to the meeting room as there is a safeguarding issue for the cubs when we enter via the main doors.

Meeting closed 8.30pm