Heart of the Village Steering Team
Meeting December 19th, 2019, 7:30PM
The Williams Hall

Present: Graham Gleed, Nick Sloan, Sara Sollis, Heather Venn, Mike Blair, David House, Hannah Puddy, Marilyn Clarke, Sam Smith, John Davison, Chris Reah.

Public: Ian

Meeting opened 7:30pm

1. Apologies - None
2. Previous minutes – needs to be send out correctly.
   Graham asked that someone do an action list to be circulated – Sara took this responsibility.
3. Timeline: what we now know
   The successful application to the Plunkett Foundation determines that an offer be made for the purchase of the Royal Oak by March 31st, 2020
4. Financials
   1. Revisions to the Business Plan
   2. Update on current position
      £147,900 184 investors
   3. How do we reach £200K Community Shares goal?
      Graham suggested that there is reason to be positive about the outcome,
      John has been speaking with businesses, still very positive, especially mow that SITR is live.
      Possible leaflet drop in January.
      Consistent communication from January.
      Separate message to all that ticked the box in the original survey but who have not yet invested.
      Media – need to look at this for the next meeting.
4. Grant/Funding Status
All loans are unsecured, Chris has expressed concerns about the amount that is repayable each month on the loans.

i. MATP - £50,000 Grant

£50,000 Loan Full payback is 8%

This is only available if we reach our share capital of £200,000 by 31\textsuperscript{st} March 2020.

ii. SCF

£50,000 Grant

£100,000 Loan – repayable at 6% over 5 years

Presentation 19\textsuperscript{th} January 2020 – this is looking very positive.

Graham and Sophie modified the financial spreadsheet to include these
Salaries were also modified (£55,000) based on relevant input from other
similar ventures. With these changes the cash flow and profit are positive
following initial start up expense

iii. Others

Olivia Sanders has prepared an application to the Fairfield Trust
with a possible grant of £20,000.

Once we own the building, there are multiple grants etc available,

5. Shop in a Box

Opening 06\textsuperscript{th} January 2020

1. Work to be done before start-up

   All stock to be moved across

   Fence to be put up to stop people walking up the bank. This has been
   suggested by a trustee of Williams hall, Graham to discuss the cost of this
   with the trustees.

   Water supply, Adrian Grinter will be installing this. (pipe in a pipe will
   freeze).

   Electrics will need to be sorted.

2. Ian’s task list (circulated with this agenda)

   Ian spoke to the committee – what needs to be done:
Clean and tidy before anything moved and then again after I set to go.
Licence for alcohol has been submitted, new one needed as new premises.
Notice has been placed in the gazette.
Also, a temporary event notice has been applied for and paid by Ian.
Training record will be required to all volunteers in order to sell alcohol.
Ian looking into training methods for all volunteers, this will include the
selling of alcohol.
Nicola Cooper – police liaison for dealing with any licencing issues.
Fridges need to be moved with a minimum of 24 hours of settling time.
Move payment system. Testing required asap to ensure it works along
with card payment machine.
Outside lights will be required, Graham to ask electrician.
Nick to design and place a banner up.
Electric usage meter will be fitted so the SIAB can be billed.
Processing of invoices – who, when and how pays.
Graham thanked Ian for all the hard work.

3. Recruiting Volunteers
   i. How?
      Invite people who have showed an interest in volunteering.
   ii. Who is responsible?
       Marilyn to be point of contact for all volunteers Timetable
       Mike to chase details about 3 rings software.
       Need to promote drop in date for volunteers – Ian, Marilyn and
       Graham to liaise a date.

4. Security
   • Mike to email Broughton about alarm instructions and any spare keys that
     may have been handed in.
   • Letter to all close by with a number to call if the alarm is to sound.
   • No cash will be kept in the SIAB overnight.

6. Work Streams
   1. Personnel and recruitment
i. Volunteers
ii. Shop Manager?
iii. Pub Manager

7. Communication and outcomes from meetings

Sam has asked that we be copied into all communication emails, so we are all up
to date with what is going on.

Chris to have a financial discussion with Ian to clarify what will happen going
forward. Email to be sent to all committee members with an A and B plan. Once
approved to then contact Ian.

Amount of community offer which is donations to be checked

£4,700 has been spent of the £5,000 from Parish Council (P/C).

Sara asked what to do with share certificates, to be picked up at next meeting. ‘

Meeting closed at 9.30

Next meeting 6th January 2020