

Community Shop Executive

Minutes of Meeting held on Monday 17th August 2020 at 11.30 am

Present: Richard, Marion, Stella, Elspeth, Johnny, Alan, Alex, Stuart, Betty, Jen

Apologies: None

1. **Minutes:** Some correction of phraseology. Approved
2. **Discussion about the Temporary Shop:**

Pros and Cons List Summarise the Overview:

	Timber Build	Modular Build
Pros	<ol style="list-style-type: none"> 1. Cost 2. Appearance. If maintained it should retain it's appearance. 3. Well insulated 4. Expected life of building 50 – 60 years if well maintained (Suppliers say!) (10yr guarantee against wood rot) 5. Flat pack delivery 	<ol style="list-style-type: none"> 1. Can be extended relatively easily vertically/horizontally provided foundations allow. 2. Can be dismantled and moved 3. Good resale value 4. Short delivery period 6-8 weeks 5. Good insulation 6. Limited maintenance required 7. Comes complete with wiring and plumbing ready for connection 8. Expected life of building 25 years (Suppliers say!) 9. Variety of finishes/cladding 10. 2 Day installation
Cons	<ol style="list-style-type: none"> 1. Small if any resale value 2. Difficult to dismantle. May be issues with re-erection as wood moves/shrinks/expands. 3. No facility for extension 4. Low Security against smash & grab with timber windows and doors. Upgrade to uPvc is £3000 5. Annual maintenance will be required to timber 6. Delivery time quoted as 16 – 18 wks 7. Installation would take a week 8. Will require a change to Planning Application 	<ol style="list-style-type: none"> 1. Cost 2. May be delivery issues (eg adjustment of signposts, lighting columns etc)

Decision:

Modular build would be an investment for the future and it will be a community asset. One that can be moved, built on and used for various purposes. It comes fitted and can be wrapped to blend in to the surroundings. The modular build holds its second hand cost so a better resale value. In addition, as the site is exposed the modular build would be more robust.

Maybe if funds are a problem then we can go for a smaller build.

Agreed: Modular Build and also for Planning Permission to Procedure.

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3. Updates of Workstream

3.1: Planning and Risk – Stuart

Critical tasks have been identified and highlighted in pink with a star.

Summary of project plan have been developed for public engagement

Action:

- Keep Stuart updated so the tasks/project plan can be updated
- Plunkett Foundation meeting on Thursday 20th August, to clarify the process of FCA/CBS process – Elspeth/Jen/Betty/Alex/Stuart
- Project plan will be sent round on a basis – Jen to share

Current tasks to be focused on this week:

- Funding streams
- Draft budget
- Draft Business Plan
- Registration of CBS
- Budget for the Project
- Procurement – Spec / quotes x3
- Spec – Utilities
- Children's drawings for the website/logo – hand in date 25/9/2020
- CBS rules

3.2: Finance & Funding - Elspeth

Richard and Elspeth met with Doug Harrison as how to register for VAT. VAT has to be reclaimed after 6 months of trading. All invoices have to be made out to the CBS in its proper title: Cockburnspath Community Enterprise Limited. It was mentioned that a good till system will be required as this will assist with stock control. Also, there is a contact in Haddington that will help with this and payroll.

Other founders:

Foundation Scotland – Coastal Community Funds is a possibility. The criteria – create a self-sustainability community enterprise. Grants 10-50K. It must be perspective application. October
– Expression of Interest.

Salary Costs / Feasibility / Business Plan / Community Consultation / Engagement

South of Scotland Economic Partnership – Employment / assist community initiative

Ideas:

- Assist with core costs which will help with the first year / employee / employer / payroll software / ipads
- Legal costs
- Require start-up costs following a shop that had to stop trading due to exceptional circumstances.

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Business Planning meeting:

Working through a business plan checklist to ensure we have everything.

Action:

- **Input from all on the final draft – this is a priority**
- Summary document for the share offer
- Need to know the margins that the 'old' shop achieved?
- Explore local suppliers and artisan too
- Ideas for 'Why people become a member?'
- Explore the opportunity to look a windfarm monies / expectation and how quickly this can be accessed as funding needs to be in place ready for the purchase – Alex/Jen
- Funding needs to be pursued as a pre-cursor to the planning permission agreement
- September 9th CC is the next meeting / full discussion / the big picture – Alex/Chair plus....
- **Summary of agenda to put together for CC meeting – outcome focus – to discuss next Exec meeting**
- **Windfarm monies criteria / length of time follow up with Karen - Betty / Alex**
- Itemise 'insulation/roof/windows/doors/solar panels' so this could potentially be funded independently to meet the eco-criteria

3.3 Retail

Stocklist has been put together. Working out potential income. Price of food as increased significantly due to Covid-19 and recession.

Covid guidelines will be addressed within the shop. In addition, the restriction of people accessing the shop at the same time.

Action:

- Fillshill – Richard to follow up
- Need to fill the gaps via Sandra for the Business Plan
- Covid 19 – precautions – Kate

4.Communication

- Newsletter has gone out.
- Facebook / social media
- Minutes – Share Noticeboards/ social media
- Website copyrighting – Jenifer Spencer
- Children's logo – 25th September 2020 via the school – Jen

AOB:

Alan has drawn up a letter for the water board. Initial contact has been made with Business Stream.

Action:

- Alan to send out letter
- Refunds – please ensure that Betty received them.

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Thanks was given from Richard to everyone for all their efforts and dedication.

Next meeting:

Monday 24th August, 11.30 meeting via zoom

Minutes taken by Jennie Sutton, Community Development Facilitator on 20/8/2020