Community Shop Executive Meeting 24th August 2020
Via Zoom

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

Apologies: Stella

1. Minutes: Some correction of phraseology. Approved
2. Decision Log: Modular Building from last week added

3. Discussions - Decisions
   A. Discussion about the Business Plan:

   There is a considerable amount of work already achieved. The detail and budgets need to be added. The Business Plan will be a living document and keep working on it. Top level Business Plan will be submitted with the share offer.

   Fillshill used to have deliveries twice a week – relationship established. There is a need to build relationship and confidence with local suppliers (for example bread/milk/rolls). In addition, local butcher.

   Actions:
   - Financial projections
   - Budget – Number 1 priority – Stuart/Betty/Johnny (for construction costs), Alex – set up in zoom.
   - Executive summary – pointing out highlights and the profits/actions as a result of the profits
   - Richard to meet the Account Holder for Fillshill (post Wednesday) to discuss supplies/profit/mark ups/payment terms to assist with the projection. Richard will pull together the detail and submit to assist with stock/profit.
   - Richard to have a conversation with John Menzies regarding magazines.
   - Use the accounts (last three years turnover and margins) used in Rightmove too.
   - Richard to do an executive summary.
   - Richard to ascertain what ‘shop fittings’ still exist.
   - Explore cashback option.
   - Discussion with insurance/Sandra regarding cash holding.
   - Credit cards to be accepted and explore low cost cash machines.
   - Stocktake value of the old shop 10-12K
   - Jennie to pull all the threads together of business plan.

B: Discussion about Utilities:

Alan contacted Business Stream as it’s a shop. Send in a pre-development form to send to Scottish Water.

Action:
- Johnny to check figures on this aspect.
- Need some estimates for water usage
- Need a draft diagram to highlight what is required.
- Line from the village hall to the shop and electricity will be reimbursed.
- Shop and village hall to work out pricing between them.
- Broadband (BordersLink), invite them to come along as the wireless does not reach – Alan
- Own Broadband rather than share in view of till/lottery
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C: Discussion about Wind Farm monies

Actions:

- Elspeth discussed with Pauline the windfarm monies regarding AikenGall (Rob Frier was extremely supportive).
- Need to be sure what we are asking for and figures.
- Explore the process/timeline (CC/AikenGall) – Meeting on Friday 28th August with Pauline.
- Betty/Alex to discuss with Karen CC Treasurer.
- What are criteria’s that can be funded (for example start-up/training).

D: Discussion presentation to the Community Council and the Public in Attendance

For the Exec to decide what to put in the shop presentation to the Community Council – 9th September on Zoom.

Actions:

- Presentation that was sent out in advance and talk to that.
- Application to be forwarded to the CC.
- Latest date of Planning Permission approval is 16th Oct – order units then.
- Budget to put into the presentation
- Criteria / funding available
- Vision of the community shop – start there.
- Huge opportunity for the CC / Windfarm for demonstrating benefits for the community.

4. Updates of Workstream

4.1: Planning and Risk – Stuart

The knock-on delay of planning permission 16th Oct 2020, may well assist other aspects to fall into place. This may well influence opening time/volunteer contribution.

20% completed on plan.

Actions:

- Planning meeting – Friday 11am via Zoom
- Need to be ready to go as soon as planning permission comes in.
- Running budget for the project – on track/seed funding
- Business insurance
- Employment liability
- Job description / spec to be written – get the timing right for advertising/where (Indeed, SCVO, BAVS, Newsletter)
- Modular building spec to go out to suppliers for quotes for ordering
- Equipment inventory – what equipment we have
- Templates of website/content planning
- Design competition – children
- Environmental health
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- Role between the shop manager and the management committee – responsibility/accountability
- Licence for alcohol – Director to hold it
- Make contact with other avenues (Plunkett/Lido/Community Shares Scotland) for HR aspects / salaries - Elspeth

4.2: Finance & Funding – Elspeth

SOSE South of Scotland Social Enterprise are willing to look at the Business Plan. Elspeth has been given a contact to discuss current practice at the Lido at Dunoon.
Malcolm Jack – Foundation Scotland – CC to receive application to signpost to Kinegar/Drone Hill.
Community Benefits Society (Model Rules) – all good governance in place and sent off.
FCA application sent.

Action:

- Elspeth to follow up the Lido.
- Coastal Community funds – potential going forward Oct/April
- Look at a wider spread for the funding.
- Aim for end of September for the share offer (advice from Community Share Scotland).
- VAT registration
- Explore some pledge offer – monies to come in beforehand.

4.3 Retail

Richard will have more on this after his conversation with Fillshill.

Christmas supplies were never offered in the old shop.

4.4 Procurement

Latest date 16th Oct, 2020 for a decision.

Sandra has some CCTV equipment which may need exploring and licence.

Action:

- Jennie to send out link for dropbox for the Procurement.
- Confirm name – Cockburnspath Community Shop on the presentation

5. Communication

People have welcomed the minutes.

- Children’s logo – 25th September 2020 via the school – Jen has had a conversation with the new head Chris Reid who is very keen to get the school and children involved in all thing’s community.
- Newsletter to be pulled together – Shop Manager/volunteers
- Minutes went out – unfortunately the link wasn’t working electronically
AOB:

Think about the application process for the share options.

Richard thanked everyone for their efforts.

Richard and Marion are happy to assist with funding applications.

Next meeting:

Monday 31st August, 11.30 meeting via zoom

Minutes taken by Jennie Sutton, Community Development Facilitator on 27/8/2020