

# Community Shop Executive Meeting 24<sup>th</sup> 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 28<sup>th</sup> 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 – 9<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 Fillshell.

Christmas supplies were never offered in the old shop.

#### **4.4 Procurement**

Latest date 16<sup>th</sup> 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 – 25<sup>th</sup> 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

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**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 31<sup>st</sup> August, 11.30 meeting via zoom**

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