

Community Shop Executive

Minute of Zoom meeting held on Monday 3rd August 2020

1 **Present:** Richard, Stuart, Johnny, Betty, Kate, Marion, Jen, Alan, Elspeth, Stella

Apologies: Suzie

NB Andrew has notified us that he wants to be active in the practical side of site preparation and building construction

Chair: Richard/ Marion

Richard welcomed everyone to the meeting

2 **Minutes from last meeting**

Approved

Action: Minute to be shared with Community Council and uploaded to social media/community council website and posted on community notice boards

3 **Update from Work streams**

3.1 **Planning & Risk – Stuart**

Stuart outlined new risks added, progress made towards completion of some tasks related to the planning application and the completion of tasks associated with site access for a modular build.

Tasks needing to be worked on now are :-

- (a) Draft budget/budget line Betty & Stuart
- (b) Draft Business Plan Jen & others to add
- (c) Draft society rules Elspeth plus others
- (d) Selection of directors – to be agreed today

Additional tasks which need to be added now and which will need input from others :-

- Environmental Health
- Investigate requirements as employer
- Start survey for utilities (some inroads already made)
- Telephone & broadband
- Equipment for temporary shop (need dates for this)

The Action Plan is 90% complete with some dates still required. Now moving to monitoring progress and assigning tasks.

Richard thanked Stuart and his Planning work stream members for all their work

3.2 **Finance & Funding - Elspeth**

The bank account is now open and seed funding has been deposited.

Community engagement has been carried out regarding the shares and £25k has been set as the target. Encouraging people to subscribe will be ongoing. There was agreement that F & F should move forward with membership on Plunkett and registration for CBS, updating on progress next Monday. Proposed that founding members, as required for CBS registration, be Betty, Marion, Richard and Elspeth. This was agreed.

Community Shop Executive

Minute of Zoom meeting held on Monday 3rd August 2020

Actions:

- Discussion with accountant re VAT
- Meet with Plunkett re membership/ business plan
- Register for CBS
- Complete model rules/ Management committee to be Executive, minus Jen until elections can be held – at which point they will be replaced in stages to keep continuity. Any member of Executive not wishing to be on Management to contact Jennie.
- Draft budget plan Betty

3.3 Procurement – Richard

Johnny gave feedback as he has been the lead on the planning process.

Portacabin visited site on Wednesday and reported no major problems with access.

Some discussion took place re buying v renting a unit. A ballpark figure for buying a 10m x 6m unit was circa £40 – 45K. Figures for renting would be similar, or more, over a 3 year period. The general feeling was that buying was more sensible as there is still a saleable asset – probably worth at least 40% of the original value.

Discussion took place regarding whether the overall cost was justifiable for a temporary shop. Bearing in mind that we want to get a shop up and running as soon as possible a modular build still seems the best solution. There is also the possibility that we could have to apply again for the Burden to be released permanently and for the shop to be changed from temporary to permanent.

It would be cheaper to install a smaller unit although the general feeling was that a 10m x 3m would not be large enough for our purposes. This size would struggle to accommodate wheelchair access and social distancing and would not allow for a toilet or storage facilities. A possible solution for this would be to approach the Village Hall Committee regarding the hire of a changing room from the village hall, and use of hall toilet by staff.

It is paramount that we provide a shop that the community want to use and there is enough space to stock what is required by them. We also need to be able to deal with the tourism footfall from the Southern Upland way in the future.

Size can be reconsidered, if necessary, after the business and financial plans are completed. We also have to work closely with the Community Council with regard to their ambitions for the village.

There may be objects from the village residents which may need to be aware of.

In addition, clarity needs to be shared that the reason why the Church Hall and the Village Hall premises cannot be used for the purpose of the shop is due to their Constitution and also the Church of Scotland would not endorse the sale of cigarettes and alcohol.

Decision on size can be finalised in September, therefore it was agreed that current planning application for a 10m x 6m unit should go ahead.

Actions:

- Planning application to be submitted for a 10m x 6m unit
- Johnny & Kate to touch base on planning submission, including need for 21 days of notification of planning permission of all partners – formally by e mail to Village Hall and SBC.
- Water connection – Alan, Marion and Johnny to explore possible alternatives for this and to contact Business Stream. Also, to look into connection to sewage.
- Anyone requiring to see hut/shower room to contact Alan.
- Betty to return Village Hall plans to Johnny.
- Planning statement title to be forwarded to Stuart by Johnny

Community Shop Executive

Minute of Zoom meeting held on Monday 3rd August 2020

3.4 Retail - Stella

Stella led a discussion on the sale of tobacco and alcohol and training requirements. Agreed this is something that needs to be put to the community (although all present agreed that it would be expected that alcohol be sold in the shop).

Several staffing options/ opening times were looked at, as was the amount of shelving available in a 10m x 6m unit. It was agreed that a longer conversation on staffing was required at the next meeting.

Actions:

- Stella to share size of shelving units with Stuart for conversion
- Stock list to be accessed by Stella for financial calculations
- Richard to get contact details for Filshill
- Stella to arrange a meeting with Sandra. Any questions from others for Sandra to be sent to Stella.
- Stuart to explore tobacco and alcohol regulations
- Jennie to check shopping list feedback

4 Communication – Jen

Community newsletter: August edition

Nearly ready. Thanks to Kate for doing a great job of putting content together. Inclusion of Stella's current layout plan would assist residents understanding of proposals. Discussion highlighted fact that the newsletter distribution area (electoral ward) differed from that covered when distributing Richard's letter (TD13 area).

Actions:

- Put the cost of the temporary shop in September's edition of the newsletter when figures will be more accurate.
- Add Newsletter to website, social media and notice boards
- Extend the distribution to cover TD13 area – Kate and Marion to liaise
- Promote Children's competition for website logo
- Include figure for share target (£25K) and feedback
- Stella to provide drawing of internal layout

Richard's Letter

Went down well and residents were very supportive. Around 450 houses received a letter. Will look at doing another one in the future. Thanks to everyone for their help in distributing the letters.

Website

Shared the look and functionality of website proposal. Consent was given by the Executive for Will to go ahead and create the website.

Actions:

- Jen to purchase domain name: copathandcove.org

Community Shop Executive

Minute of Zoom meeting held on Monday 3rd August 2020

5 AOB

- Stuart would like to flag up the principle of using local crafts and providers. Agreed this would be a principle, where possible, but need to be mindful that we must also provide best value for the community.
- Explore electric power points for cars in a permanent shop development plan.

6 Date & Time of next meeting

Monday 10th August 2020, 11.30am – Zoom to be set up.