

## Steering Group Meeting 23.10.2018

1. *Present:* Sheila Bates, Pat Dalby, David Coldwell, Felicity Fuller, Rachel Murray, Sammy Murray, Sue Pilkington, Rosemari Astill, Moira Scarff, Pete Toon, Chris Hunter, Fiona Russell, Kurt Maloney, Gordon Bruce.

2. *Apologies:* Bob Lockwood

3. *Constitution of Steering Group*

Copy of draft constitution circulated, read through and discussed.

*a – mission and aims*

Results of first 100 of public survey available. (Would need to sign up and pay approx. £30/month to access more than 100 results).

One thing not explicitly included on survey was food miles. Could be more important to people than organic.

Mission:

Discussion about the reach of the statement for this group.

To create a community owned shop selling affordable, high quality produce.

Aims:

Plan and create a viable business to realise the mission.

Agreed. **ACTION officers complete and sign Steering Group constitution**

*b – election of officers*

Chair	Fiona Russell (Steering Group only)	seconded by Chris Hunter
Secretary	Sheila Bates (Steering Group only)	seconded by Moira Scarff
Treasurer	Chris Hunter (Steering Group only)	seconded by Felicity Fuller

Proposed by PT, and all present agreed with these posts.

4. *Negotiation with landlord (PT)*

Owt for Nowt on market for £12,750p.a., we believe. Seems high. PT spoke to Chris Breakey (letting agent who lives locally). Between them they produced the letter.

Copies of offer letter to landlord circulated for reading. PT talked through this.

Is basement included? Other shops include the basement, but they are not paid for. We don't think it's included. The access is separate. Will need access to cellar to ensure that flooring is strong enough.

Joint responsibility for roof?

Service space included at back for bins, parking space etc?

Various suggestions made for amendments. PT will take Chris' advice.

Rent-free period more important than a low rental – don't want to alienate the landlord by offering a silly low rent.

Ask for longer rent free period instead?

Update from Chris Breakey, suggested offer £9k with 6 month rent free period, and a break possibility at 3 years. All agreed.

There has been one other viewing recently, but they are not interested. Has been on the market for some months.

5. *Progress on business planning – list of start up costs*

Constitution and finance group met.

Have started work on a business plan. Need to concentrate on this and a feasibility study to get the help from the cooperatives group. FR/SB and FF will continue this with RA.

Brainstormed the start up costs, and came up with a list – may not be complete. Circulated for info.

Building - PT

Legal – FF to ask solicitor if they are the 'right brand' to help.

Building alterations – Gordon

Etc etc.

**ACTION all please get back to FR / group with any areas that people can help with costing up.**

Need to get a team around GB and PT to progress actual work in shop thought through.  
Currently specifically excluded from council allotments to make a profit from the allotment, however the green space initiative is currently being re-written, so this may change. KMC keen to support local food production etc.

#### *6. Seed money – donations & small grants*

MCA has offered £200 towards setup costs, thank you very much.

Ward money. Cllr Rob Walker has put FR in touch with the right person to apply for up to £1k. We meet the criteria totally. FR needs to confirm how this money can be applied for, and how it can be best spent.

Other small grants.

Chris Hunter is investigating the possibility of Cuckoo's Nest giving a grant out of the normal schedule.

One Community grants currently open – need to know what we specifically want money for at this time.

People are also wishing to personally invest at this time. Perhaps too early still for this, as the risk is still fairly high?  
Risk will still be high at the start of the venture also.

Initial seed money – say something like “raise £350 to create the cooperative”? Need to qualify the amount we would need. Need to be clear what stage we're at, and also that, as and when a cooperative is created, the donations will be translated into shareholdings. Don't want to stop people from putting in money when they have it available.

#### *7. Progress on Coop – proposed public meeting and leaflet*

Is there any merit to a further public meeting? We don't think so at this point.

Leaflet for delivery to the village. Include results of survey, timelines, progress, these things cost money (with brief breakdown), ways to donate / support (detachable remittance slip with name, email, address to send with cheques, and also give bank details). Indicate possibility of dividends. Buy shares as a gift for others?

Would want confidence in having the location before doing the leaflet (once in active negotiations / with solicitors). Will need to deliver by volunteers (too costly any other way).

#### *8. AOB*

Branding – Rosie has volunteered to do the branding for us. She did branding for Green Valley Grocers. **ACTION FR will ask Rosie for some ideas for the next meeting.**

How to choose name? Competition? Involve schools? Facebook poll?

Offer these names to Rosie. **ACTION FR**

Peeled

Marsden Grocers

Pod

Ask her for two more names please to go onto survey monkey **ACTION PT**

Next scheduled meeting 6 Nov. Rosie can't attend. Move to 8 November? Yes, if Rosie can make it. **ACTION FR check and confirm date to all**

Meeting closed 21.01