

# East Harptree Parish Council

## Village Shop Sub-Committee

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### Minutes

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#### *Meeting Two*

Tuesday 29<sup>th</sup> August 2006

8.00pm – 10.00pm

Upstairs Function Room at the Waldegrave Arms

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#### **Present**

Nicky Gibney, Nigel Hall, Chris Head (Chair), Jackie Head, Richie Hester, Mike Jennings, Lisa Jones (Treasurer), Mari Martin (Secretary), Rodger Martin, Linda Milverton, Bernice Roberts, Ann Shirley, Jem Thompson-Smith, Kate Towers.

#### **Apologies**

Nick Branch, John Fox, Dylan Martlew, Gill Stobart, Paul Watkin, Patricia Woods.

#### **Approval of Minutes**

- Chair stressed that as this is sub-committee of the Parish Council it is important to ensure minutes are a true and correct record of the meetings.
- Minutes of the meeting of 22 August 2006 were approved and signed.

#### **Introductions**

- Four new members introduced themselves and said why they were at the meeting and what skills they were bringing.
- Chair commented on the diversity and skills within group as a great strength.

#### **Matters Arising**

- It is important to encourage people to use the service Graham Brown form Blagdon is to offer in the village to keep shopping local.
- It is also important to make sure accurate information is given to avoid rumours.

**All**

#### **Revised Remit and Constitution**

- The document is important because any member of the public, funder and agency (and the sub-committee members) need to know what the group is set up to do and its operating boundaries.
- The main changes to note from the previous draft remit are;

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- Area of activity is specified.
- Item 12 covers interim shopping provision.
- Numbers of members and quorate have been changed
- Reference to “annual meeting” provides a mechanism for change if desired.
- The sub-committee will continue to use the Parish Council's banking facilities until such time as the group has its own bank account
- A copy of the revised remit must go to the Parish Council to be formally ratified and accepted. Once this has been achieved the sub-committee will be constituted. Chris will take the Remit to the Parish Council meeting of 19 September.

CH

### Establishing a Vision

- Two groups formed to discuss interim and long-term vision for the provision for shopping in the village, notes attached.
- Common theme emerged of being realistic about what will be provided.
- Chair commented how far the group had come in two weeks and that good progress was being made as a team.

### Timescales and next steps

- Next step to get working group structures in place.
- Sub-committee to meet on a 3 - 4 weekly basis.
- A sub-committee meeting to be arranged with David Fisher, ViRSA representative, between September 17<sup>th</sup> and October 9<sup>th</sup>.
- **Monday October 9<sup>th</sup>** is a key date. As many people from group as possible needed at those meetings. David Fisher, ViRSA, will be in East Harptree from 13:00, and hopefully, representatives from Community Action, Bath CVS and Bathford Community Shop. Club booked for afternoon and hall for evening 7pm. Permission to set up early at both.
- Information to be provided at Flower Show and Festival as well as through the Parish Magazine.
- The flier will be put in all copies of the East Harptree Parish Magazine. The list of those receiving magazine to be made available so we can deliver fliers to others.

CH

All

### Creating working groups

- Reminder to whole group that its responsibility is to carry out a feasibility study.
- All those present organised themselves into groups. It was noted that

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these can be flexible and should not work in isolation.

- It was noted that the potential funding streams available are a mixture of capital costs, training, information, long-term subsidies but a sound business plan is needed to validate any application along with clear objectives and outcomes of the project.
- The group was reminded of the need to keep track of the number of volunteer hours. This will help towards a demonstration of matched funding.
- The working groups are:
  - **Premises:** John Fox, Nigel Hall, Bernice Roberts, Mike Jennings, Lee Turner?.
  - **Funding and Business Plan:** Lisa Jones, Jem Thompson-Smith, Mark Calverley, Chris Head.
  - **Community Research:** Richie Hester, Nicky Gibney, Linda Milverton, Ann Shirley.
  - **Publicity:** Rodger Martin, Mari Martin (co-opt Barry Rider)
  - **Interim shopping:** Kate Towers, Jackie Head, (Gill Stobart?, Nick Branch?, Patricia Woods? Paul Watkin?). This group to meet 1pm September 6<sup>th</sup>
- Each group identified their remit, key task, budget requirements, timescale for meetings and possible role for volunteers.
- Communication between groups will be by e-mail and with printed copies distributed to those without email.

### ViRSA

Information on visit by ViRSA representative to follow.

### Any other business

- Some discussion about logo for the project. RM to come up with a couple of ideas. Agreed on **The Village Shop Project.** **RM**
- Small size of Interim Shopping group was noted.
- Consider contacting parents at school and pre-school, Tim Daplyn and Madge by way of informing people and communicating news. **MM/CH**
- Volunteer interest and contact forms to be available at the Post Office. **LM**

### Next Meeting

Date of next meeting is **Tuesday 26 September** at The Waldegrave Arms at which progress of Working Groups will be reviewed and preparations made for the meeting on October 9th **All**