

HOTV

Shop Team meeting - Notes

Date 28/072020 7.30pm via Zoom

Attendees Jo, Carolyn, Marilyn, Mike

Pay Process

It is suggested that the time sheets go directly to Sally for processing. Following processing payment detail to be sent to Graham for payslip and bank processing.

Action - Mike to check with Sally that she is happy to do the payroll processing.

RO Layout

The location of the shop within the RO was discussed following our visit last Wednesday. As a number of the shops current customers have mobility problems and use sticks, there was a deal of concern about the number of steps and levels in the car park side of the RO. It was felt that this would prevent browsing as some customers would not feel comfortable negotiating steps while holding shopping baskets etc.

Marilyn commented that she has had a number of comments from volunteers and customers about their ability to work or support the shop if access is difficult.

Carolyn reported that she has been in contact with Gina a committee member in Broughton re the feel and look of Broughton's shop. It was interesting that their cafe is part of the shop and even though it is small, before covid it was generating £1000 per month.

Action - Mike pass on the concerns and comments to the MC

EPOS

Most of the stock items have now been entered into the system. It was agreed that EPOS implementation held off until the shop is moved to the RO although some testing will occur in the SIB.

An issue seems to be the time it takes to swap users if two users are serving customers. PayPoint have suggested a solution.

Action - Mike to set up a number of different users and Jo and Carolyn to test the Change User function.

Other

Covid 19 – The majority of customers are complying with the face mask rules.

Action – Jo and Carolyn are to try wearing visors rather than face masks.

Next meeting - 11th Aug 2020 - 7.30pm