

HOTV

Shop Team meeting - Notes

Date 26/10/2020 7.30pm in the Oak

Attendees Jo, Carolyn, Marilyn, Mike

Basic move plan

Before any move can take place, the shop area of the Royal Oak needs to have the flooring and decoration completed (the shop flooring will be laid this week and decorating completed closely after).

Prior to any fitting out, the plumbing for the coffee machine and the counter need to be installed.

It is envisaged that in the week prior to the move providing that the shop is ready, stock currently in the village hall and some stock from the SIAB can be moved over.

The full move will be conducted over a weekend. A plan will be developed to start the move on the Friday and be completed by Sunday evening.

Action – Mike will work with David to develop a basic move plan. Bearing in mind that the shop chillers will be moved to the stock store, the smaller fridges will be moved into the new shop. We will endeavour to keep a shop of some open throughout the weekend.

Action – Mike to raise the following points with the MC.

A new safe is required. One big enough to take the paypoint cash tray.

Office space with for a room for a printer, filing cabinet, safe etc.

Covid-19 signage will be required

A name for the shop needs to be agreed

Move pre-requisites

Toilets need cleaning or maybe decorating prior to opening

Kitchen needs cleaning or maybe decorating prior to opening

Rodent controls to be in place.

Plan for introduction of shop volunteers.

It was agreed that the use and duties of volunteers in the shop would be reviewed once the shop is up and running and Jo and Carolyn have settled in to a routine.

Cakes will be required for the cafe and it was agreed that volunteers would be asked if they would be willing to provide them (food hygiene certificates would need to be held by the volunteers).

It was agreed that it would be a good idea to issue shop volunteers with HOTV aprons. It was thought that because of covid 19 the aprons should be retained by the volunteer and they will have the responsibility of laundering it.

Action – Marilyn will canvas prospective cake bakers.

Action – Joe to contact a potential source of aprons.

Training requirements for volunteers

see previous item

Stock Levels

The stock levels will be reduced to make the transfer of stock as easy as possible. New stock (especially Christmas stock) will be directed directly to the RO.

Action – It was agreed that the best time to do a stocktake is once the stock has been moved to the RO. This will enable the Christmas stock to be counted.

Action – Jo and Carolyn to address when move date is confirmed.

Health and Safety documentation

The current shop documentation was deemed to be a good base document but needs to reflect the new environment.

Action - Carolyn is currently updating the shop handbook, Covid-19 manual, Volunteers forms and a do's and don'ts sheet.

Food Standards Documentation.

The current shop HACCP documentation was deemed to be a good base document but needs to reflect the new environment. New cleaning schedules and temperature charts will be required.

Action - Carolyn is currently reviewing and updating.

Paypoint

The Paypoint system currently holds nearly all of the details for stock which has a barcode. A method of inputting items without a barcode e.g. local eggs, flowers. This will be required for the cafe to input cake and coffee etc.

The Paypoint stock management app does not seem to work on the terminal. It repeatedly returns a Not Accessible message.

Action – Jo to investigate a method of producing and printing barcodes.

Action – Mike to raise issue of inputting no barcode items and stock management issues with Paypoint.

AOB

Shop deliveries e.g. bread, newspapers will need some sort of outside weather protection.

The current safe is difficult to open.

Action – Mike to check if it is still under guarantee and if it can be exchanged for a bigger safe

The issue of the contract renewal for Jo and Carolyn was raised.

Action – Mike to raise the issue of Jo and Carolyn's contract renewal with the MC.