

Notes of the shop team meeting held at 7pm on 28/01/21 via Zoom

The meeting was attended by Jo, Carolyn, Marilyn, Mike and guest David Crabbe.

It was noted that the shop sales are holding up well despite the new covid19 lockdown. Carolyn, Jo and the volunteers are providing a vital service to the community.

Shop Stock storage

It has been agreed by the management committee that the kitchen is not a suitable place to store shop stock. The left-hand skittle alley will be converted to a stock storage area, at least for the time being, provided with lockable door.

It was suggested that the lobby area of the alley can be used as an office area with cleaning equipment to be stored in the cupboard at the skittle alley entrance on the right. It was also suggested that the lighting in the alley be reviewed and improved if necessary.

The store area will need to be Hygiene Compliant as it will store fresh food. To meet this requirement there will be some building and decorating work before the stock is moved. The chillers and freezers currently in the kitchen will also be moved into the storage area.

The shelving from the kitchen will be installed in the storage area.

It was suggested that double doors or an extra wide door be fitted to enable the easier access for the removal or replacement of the large appliances should we have problems. A ramp would be useful as this would allow stock to be "sack barrowed" directly into the store.

Our pest control monitoring has been updated to include the new storage area.

Actions

- David agreed to liaise with John and Nick re alley clearance and refurbishment.
- Jo and Carylton have volunteered in their own time to plan the layout of the storage area and oversee the moving of the stock.
- Jo and Carylton have volunteered in their own time to sort through the items currently stored in the alley to identify what is useful for the shop and pub and which items can potentially be dumped.

Kitchen

Once the kitchen has been cleared it is the plan to use it to provide takeaway food. As yet a business plan for how this service will operate has not been developed. Current ideas are to start by providing some basic food e.g., bacon sandwiches, panini via the café during shop opening times, other offerings e.g., pizza takeaway evening meals will be considered.

The kitchen will need to be cleaned and the appliances cleaned and safety checked for gas and electricity compliance. A review of the kitchen equipment may be needed to assess if the current appliances are OK or need repairing, replacing or if any additional kit is required.

Actions

- Mike to liaise with the management committee, Jo and Carolyn re business plan for takeaway food.
- Jo and Carylton have volunteered to assist with the discussions on the suitability of the appliances and help develop a plan for the production of takeaway food.

Continuity

As covid19 is a constant threat we need to mitigate the risk of Jo and or Carolyn being unavailable due to becoming ill or having to isolate. It is proposed to train up volunteers to run the shop (maybe with reduced hours) in an emergency. This will also allow for shop support during leave periods.

Five volunteers have expressed an interest in helping to run the shop in an emergency.

A training plan is to be developed bearing in mind the covid19 restriction.

Actions

- David has agreed to work with Jo and Carolyn to create an operational crib sheet which will be used as a template for volunteer training.
- Mike to liaise with David, Jo, Carolyn and Marilyn on the scheduling of volunteer training.
- Mike to liaise with David re changes to Paypoint functions required to make the shop operation simpler for volunteers.

Volunteers

A new cleaning schedule has been introduced. It has been agreed that flattening cardboard boxes will be added to the cleaning tasks. It was agreed that flattened cardboard should be stored in the right-hand alley prior to disposal. All other rubbish should be placed in the Viridor recycle bin in the car park.

Actions

- Marilyn to communicate the need to flatten cardboard boxes.
- Jo and Carolyn will put some boxes aside for use with shop orders.