

Notes of the shop team meeting held at 18.15 on 25/02/21

The meeting was attended by Jo, Carolyn, Marilyn, Mike.

Shop Stock storage

The creation of a stock storeroom is greatly appreciated. Thanks were expressed for the efforts of all the volunteers and committee members who made this happen.

The new stockroom makes it much easier to identify stock and will aid stock management.

A query was raised about the regulations for labelling items nearing their sell by date which are them frozen.

Actions

Carolyn to discuss the freezing and labelling of near sell by date items with food standards.

Mike to let Carolyn have the contact details of the food standards contact at SW&T council.

Lockdown Easing opportunities

Following the government announcing a timeline for the easing of covid regulations a basic plan for growing the café services was discussed.

Draught plan is:

Current - Take away hot drinks and cakes – No outdoor seating

08th March - Take away coffee and cakes – *Outdoor groups restricted to two

29th March - Take away coffee and cakes – *Outdoor groups restricted to six or 2 households outdoors

12th April – Coffee and cakes served outdoors and take away - groups restricted to six or 2 households

If the kitchen has been refurbished hot snacks could be served.

17th May - Coffee and cakes served indoors with social distancing - groups restricted to six or 2 households

If the kitchen has been refurbished hot snacks could be served.

21st June - Full café service

The draught plan is dependent on government regulations.

The draught plan may change if the pub side of the business opens up.

* Not sure if our outdoor seating can be used.

Actions

- Mike to raise with the committee the need to get the kitchen into a state that will meet current hygiene standards and has the facilities available to provide simple snacks.
- Jo, Carolyn and Marilyn to review the volunteer roles needed to support the additional service.

Documentation

Carolyn has reviewed and updated the shop manual.

It has been reviewed by Marilyn who has suggested a few minor amendments.

* It should be noted that this manual only deals with the shop services and does not cover any services which use the kitchen.

David Crabbe spent considerable time in the shop learning the EPOS system. He is documenting how the system is used which will provide a quick reference manual for shop assistants.

Actions

Carolyn to incorporate Marilyn's amendments to the manual.

Carolyn to complete Food Hygiene form and return to South West and Taunton council

Volunteers

The use of the cleaning materials used by the volunteers was discussed.

It was agreed that colour coded microfibre cloths would be purchased to eliminate cross contamination. Volunteers would be advised of which colour is to be used for the different surfaces.

The alarm and double doors into the shop have not been set correctly a couple of times.

It was commented that the cleaning rota and arrangement would have to be reviewed and changed if take away food was served outside of shop hours.

Due to the lockdown, we suspended investigating the provision of Employment Licences for under 18 years volunteers. It was agreed that investigation of these licences should be started for prospective volunteers.

Actions

- Jo to check if Bookers supply coloured microfibre cloths
- Carolyn to document tasks for each colour.
- Carolyn to produce an alarm and shop lock up check list which will be sited near the car park door as an aide memoir.
- Marilyn to remind volunteers of need to lock up correctly

Other

It was agreed that HOTV shop tabards/aprons would should be provided for shop staff and shop volunteers. This would enhance the community feel. The shop manual would need to include the routines for ensuring the items are clean e.g. It could be that it is presumed that recipients of the tabard/apron would be responsible for the laundering of the item.

It was commented that the shop is the only area of the Royal Oak that is generating revenue. To expand the shop/café business the use of the kitchen is vital.

In order that the business expands when covid lockdown regulations ease, it was suggested that as a matter of urgency that the kitchen is refurbished and re-equipped where necessary.

Suppliers have commented that the food standards inspectors are active and are performing inspections in the Taunton area. We need to keep up our high standards.