

Community Shop Executive

Minute of Zoom meeting held on Monday 10th August 2020

1 Present: Richard, Stuart, Johnny, Marion, Jen, Alan, Elspeth, Stella, Alex Cockerell

Apologies: Betty

Resignations: Suzie and Kate.

Our thanks to their input so far with the development of the Community Shop.

Welcome: Alex from as Community Council Co-opted Member

Chair: Richard/ Marion

Richard welcomed everyone to the meeting

2 Minutes from last meeting:

Approved

Action:

- The Zoom of Shop Exec meetings will be kept as a detailed recording.
- The greater principles/overview will be minuted and these will go out into the public domain.
- Figures need to be accurate rather than misleading and solid basis.
- From 1st August 2020 all minutes will be launched into the public domain.
- Everyone into agreement with this transparency.

3 Retail discussion:

Richard had discussion with Margaret and Sandra regarding staffing. There was no need to have one person in charge. We should look at FTE (37 hours) of one manager and complimented by reliable volunteers with a good training programme (Volunteers with specialisms and those who would like to be involved in the customer experience).

With the opening hours for the shop that we have planned, potentially 64 hours or whenever busiest (08.00 – 18.00 M-Sat/four hours opening on a Sunday). There is also the option to have a half day opening too.

Plunkett Foundation will assist with the 'make up' of how to manage the shop at crucial times.

It's important to understand the customers profile and their demand and buying requirements.

There maybe funds available to assist in employment and younger people involved to assist in their shop.

Ideas for the future - Perhaps look at the Eco aspect for a niche in funding for permanent shop.

Artisan/Local suppliers/healthy eating products and USP for tourism needs.

Action:

- Discuss with Plunkett further
- Stuart to develop a training programme for managers/volunteers – make the training fit the needs of the Community Shop.
- Explore funding opportunity for the first year at least and the training programme.
- Finance and Funding to explore funding streams and Covid monies
- Covid specific – Jen
- Contact funders – Elspeth
- Scrutiny funding applications – Alex
- Grants from windfarms – Pauline

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- Set up a subgroup – with F & F and Alex as monies really need to be made available from end of Sept.

4 Update from Work streams

4.1 Planning & Risk – Stuart

Project completion now stands at 16%. Need to progress tasks within the project plan.

- Drafting the Budget – 24th August – Betty/Stuart
- Draft Business Plan – 24th August – Jen/Stuart/Elsbeth/Alex
- Budget for the project – record the expenditure – Monday Exec Meetings to share
- Society Rules – Share with Plunkett with Directors (need full names for the directors)
- Plunkett membership – completed – invoice to pay - Betty

Additional tasks which need to be added now and which will need input from others:

- Environmental Health
- Employment liability insurance
- Order the modular building – spec – end of September
- Specify the utilities – water – Marion/Alan / Electricity – Johnny/Alan
- Inventory of equipment of what we've already got and its value – Stella/Marion
- Equipment needed – Stella/Marion (essential/optional)
- Open representation and communication between CC & VHall. – Alan/Alex

Risks:

Legal agreement for the site for the modular building – Elspeth and Jen to explore
Decisions – decision log/register to ensure transparency and safe duplication - Jen

4.2 Finance & Funding – Elspeth

Discussion with other shops and Plunkett as to what they use regarding shelving/building and contents/director insurance.

Plunkett offer 3 days business advice that can be broken down into chunks (ie: presentation of business plan for funders and public/budget).

Action:

- Doug Harris – Accountant to discuss VAT – invoices need to be written under Co'path Community Enterprises
- Plunkett membership – completed – action the discussion points above/share passwords – Elspeth/Jen
- FCA registration can now be taken forward – Elspeth/Jen
- Objects are to viewed and for agreement by Exec – all Exec agreed
- Directors – confirm - all
- Postal address to be approved by Royal Mail to be added to tasks – Stuart
- Account signatories need to change – Betty/Jen (currently: Kate/TK/Stella/Betty) – need to be (Richard/Marion/Betty – secretary to come forward as the honorary positions of Co'path Community Enterprises)

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4.3 Procurement – Johnny

Planning application went in Thursday 6th August. SBC came back to say there is a fee of £200 under CC banner.

Cove Wigwam reception is 10x6m (wooden structure) potentially another structure to explore although it comes in kit form and needs to be built and equipped with utilities. If progressed planning permission (visual appearance) changes would need to happen.

Mindful that a modular build could be extended whereas the above is a standalone.

Water – Business Stream to be contacted to discuss further the input of a meter into the existing water supply at the Village Hall for the temporary shop.

It is anticipated that the end of November all utilities will be in place.

Action:

- Explore further the Wooden Structure – Johnny
- Business Stream to be contacted – Alan
- Other utilities – Alan/Marion

4.4 Retail - Stella

Maybe explore an order tobacco scheme/service for the village rather than stock the items. If not through the CBS then through another means – for example Cost-Co.

Think about the alcohol products that are stored and include CCTV/Alarm/Access.

Actions:

- Discuss the shop layout more fully to assist Stella's plans/coffee machine/social distancing

5 Communication – Jen

Domain website CopathandCove.org has been purchased at 36 Euros.

Community newsletter: August edition

Ready to print need to set up co-ordinators. Just one side of the Newsletter addresses the Community Shop.

Action:

- Marion to co-ordinate the outliers to be delivered within TD13.
- Include figure for share target (£25K) and feedback
- Stella to provide drawing of internal layout

6 AOB

No AOB.

7 Date & Time of next meeting

Monday 17th August 2020, 11.30am – Zoom to be set up.