

HOUGHTON & WYTON COMMUNITY SHOP LTD
MINUTES OF THE MANAGEMENT COMMITTEE MEETING
 19th September 2020 at St Mary's Centre at 9.a.m. (Month 6)



Committee Members Present:-

Helen Boothman (HB Chair)
 Paul Boothman (PB)
 Anthony Garside (AG)
 John Mills (JM)
 Bill Skinner (BS)
 Ann Utley (AU)

Also Present:-

Ian Chapman (IC), Shop Manager (Left after item 6)
 Angela Passant (AP) (Minutes)

	Agenda Item	Action
	<i>Section 1 - Governance</i>	
1.	<p>Welcome and Apologies for absence: Lesley Craig</p> <p>Declarations of interest: There were no declarations of Interest</p>	
2.	<p>Signing of Minutes of last meeting : Draft Minutes of the meeting held on 13th August 2020 were approved with the following changes:-</p> <ul style="list-style-type: none"> • Penultimate line of item 5 should read ‘ Treasurer to seek advice from the accountants over the various options and to’ • Item 9c) should read ‘ PB advised that the Parish Council had recommended approval for the replacement windows.’ 	
3.	<p>3a) Committee Action Log – updated All completed actions were noted together with those actions that remained outstanding.</p> <p>3b) Matters Arising There were no matters arising from the previous minutes that were not included on the agenda.</p>	

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	<ul style="list-style-type: none"> • In order to improve the customer experience, new Shop Fixtures and fittings and point of sale were agreed up to £2,000 (provision already in the budget) and for these to be installed as soon as possible. • Kathy and Val were thanked by the Committee for their wonderfully imaginative window displays. It was noted that local organisations had not used the facility due to the impact of COVID. • There was a full discussion around the potential for new suppliers, following the latest introduction of local fruits from Heath Farm. It was agreed to charge for plastic bags from January 2021. • The need to change the dummy door would be discussed at the next meeting • The Committee members expressed their thanks to Mike Utley for a very successful wine club initiative. <p>PB gave an update on the retail group's investigative work for on-line ordering on certain lines or categories e.g meat. It was agreed to start the feasibility study of sandwich making as outlined in the Annual Plan. The Committee agreed for HB to organise a tutorial via Zoom for Committee members and staff on using Facebook. Ian Chapman left at this point.</p>	<p style="text-align: right;">AG 6/552</p> <p style="text-align: right;">HB 6/553</p>
7.	<p>Confidential Report from People Group After some discussion, the recommendations made by the People Group were agreed. A number of actions will be taken by the People Group in line with their confidential group minutes and those agreed at this meeting.</p>	
8.	<p>For Committee Approval 8a) Discipline and Grievance Policy and Procedures This would shortly be circulated to Committee members. 8b) Sustainability Policy The Policy and arrangements were agreed in principle subject to minor amendments. Any comments to be fed back to JS</p>	<p style="text-align: right;">JS 6/554</p>
Section 2 - Operations		
9.	<p>9a) EPOS AU reported to the Committee that several activities were planned to pilot updates on the system. A further meeting of the working group was planned to develop a project plan. The Committee thanked Marc Skinner for his invaluable review and understanding of EPOS. It was reassuring that he considered the original implementation strategy was correct. 9b) Retail Report IC was thanked for his retail report. 9c) PO Report GC was thanked for her report and it was noted the performance had been very good. 9d) Volunteers Report BS updated the committee on the roll of honour to thank all those supporting Our Shop by line managing. This was agreed by the Committee and would be put up in Community Corner. 9e) Premises Report AG advised that a number of decisions would be made in October meeting in</p>	<p style="text-align: right;">BS 6/555</p>

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	<p>order to prioritise the next phase of premises improvements.</p> <p>9f) Finance Report The Committee agreed that members were comfortable with the forecast and proposal for shares and withdrawals. JS was thanked for his updated information on interest donations, which were in excess of £3k. This would remind those who had not yet made a decision.</p> <p>9g) Community Fund Update Some members of the committee requested more detail on the Community Fund and how it was planning to award grants on the income raised. It was agreed that HB would invite the Trustees to the November Committee meeting.</p>	HB 6/556
<p>10.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • AP confirmed that Parochial Church Council had agreed the proposed dates for Committee meetings at St Mary's Centre for 2021 and use in line with COVID guidelines. • BS advised that the village spring clean would be undertaken next weekend and Our Shop would be providing pastries. 	
Section 3 - Strategy		
<p>11.</p>	<p>Date of the next meeting - Thursday 15th October at 7.30 p.m. at St Mary's Centre and to include:-</p> <ul style="list-style-type: none"> • Sandwich Feasibility Study • Outline of the Community Questionnaire (HB) • Premises Improvements, including dummy front door (AG) <p>Dates of future meetings for diaries:- Saturday 21st November – 9 a.m. H&WCommunity Fund trustees to be invited Thursday 17th December – 7.30 p.m. Saturday 16th January 2021 – 9 a.m. Thursday 18th February – 7.30 p.m.</p>	