

# NOTES FROM ZOOM MEETING

held on 23rd September 2020 at 7.00pm

**Present:** DS, CJ, PD, MiB (until 7.55), AJ, EJ, PR, JS (until 7.40), VM

**Apologies:** None

**Matters arising:**

- PD still looking at chillers and will report back next meeting. Big chiller now mended.
- Electricity contract sorted by PR at competitive price for 12 months.
- Email from Roger Steel about Postmaster status has been dealt with by PD who is awaiting a full response from POL contracts team.

**Managers' Report**

1. Discussions have taken place about potential volunteer with specific needs. It was agreed that CJ would liaise with KO about our concerns and explain that, sadly, for reasons outlined, we could not accommodate her safely in the current Covid climate but that in the future we would look again.
2. Serving of hot food with managers responsible for food safety was approved.
3. New Gov. regulations concerning shop workers wearing face coverings from 24th September will be followed. Visors will be acceptable for those unwilling to wear a mask. Managers will ascertain if volunteers need visor provided or not.
4. DS will organise an anti-bac machine for customer use on entry to shop, operated without hands touching it.
5. Bank card for use by managers being sorted...if not immediately available from safe, VM will pass hers over for use contactlessly.
6. New managers have almost completed first three months since appointment, so will have appraisal interviews as soon as possible with PD and DS (CJ on standby if necessary.)

**Finance**

- VM gave out bank balances.
- Bills paid and wages to go out next week.
- Some Lottery discrepancies on Daily Takings Sheets will be discussed with managers.
- Electricity contract -see above
- PR will undertake credit card accreditation in October.
- PR has trawled through about half the 700+ stock cost prices not recorded on EPOS for accountants. Most are small one-off items from Spauls without full details. PR will speak to GL about ways forward.

**Covid Regulations Update**

Regulation for Track and Trace QR code needs to be implemented. PD to ask managers to print one off for shop as required.

**Volunteer situation** has had a few problems this week but is just about manageable at present, and shop has largely remained open for extended times as planned.

**Thanks** to MiB, JS, AL, PR and EJ for stepping in to cover ST at weekend at last minute as she was showing some Covid symptoms and awaiting a test. No news on results yet so team are poised to fill in tomorrow and Friday if necessary, which is much appreciated.

**Next meeting** to be held on Wednesday 7th October at 7.00pm. Venue or Zoom to be decided nearer time according to circumstances.

**Meeting closed** at 20.16