

Village Shop Working Group Plan – November 2020

<u>Objectives</u> (from the terms of reference)	<u>Actions</u> (as defined by the working group)	<u>Who</u>	<u>When</u>
ACTIVE OBJECTIVES			
1b) Having provided an analogue of a shop during pandemic, use CLP questionnaire results to shape the future of the project	i. Provide questions for second CLP questionnaire	JL	Nov 2020
	ii. Assess questionnaire responses and determine if initial questionnaire was a good steer. Report back to CLP and village with a recommendation for the project, from a range of options starting at project cancellation and running to full, independent shop.	All	Feb 2021
	iii. Regardless of questionnaire outcome, continue to provide Crisis Hub during COVID-19 pandemic and assess reversion to Saturday-only operation once Schoolroom open again for bookings	All	On-going
3c) Ensure that the Chapel schoolroom is available to the community if the Methodist Church should decide to sell it.	Case made to the Parish Council to apply to define the Chapel as an Asset of Community Value (ACV). The Parish Council subsequently has made the application – awaiting for a decision by the South Derbyshire District Council.	JW/BM + Helena Stubbs (RAD), & Rev. Dr. Stella Mills	Complete
3d) Ensure the Chapel building is available to the community if the Methodist Church put it up for rental.	Meeting Places group to seek a mutually-beneficial rental agreement with the Methodists. Parish Council to raise council tax precept in preparation for covering Chapel rental costs.	Dan Pedley et al Parish council	On-going
3e) Assist the Parish Council & the CLP Meeting Places group to secure the continued use of the Chapel & schoolroom for village use including the café/shop	Put forward the requirements of the café/shop to determine the basis of the lease. These will be used as part of the negotiation with the Methodist Church	All	On-going

3f) Test the idea of using the Chapel Schoolroom as the location for a shop & café by a series of “pop-ups” at different times of the day, different days of the week.	Following a number of “pop-up” shops on different days of the week and times of the day it was decided to concentrate on the café with local produce + some “essentials” on sale on Saturday mornings. This was started on 2 Nov 2019 and has been very successful. It is planned to continue for the foreseeable future. (Still true as of March 2020.)	All	Completed
3g) Rationalise the available space in Chapel, Schoolroom and Kitchen to suit current community needs (pending decision on rental/purchase of building)	With advice and consent of other user groups, VSWG members to reposition furniture and cupboard contents to suit, declutter and clean the Schoolroom and Kitchen spaces, make suitable storage and overflow facilities in Chapel space.	All	Completed
3h) Effect small-scale improvements to Chapel building to increase standard of décor and likelihood of more bookings	Various individuals have commented on “quick win” of sprucing up e.g. the toilet, the walls of Schoolroom and Kitchen. Permission to be sought from Meeting Places group to avoid prejudice of rental agreement process.	JL	Mar 2020 (DELAYED by pandemic)
3i) Implement “Crisis Hub” to provide in-village source of household supplies during COVID-19 pandemic	i. Negotiate exclusive occupancy of Chapel building with Methodists to provide “outreach” operations in the form of a COVID-secure shop	JW	Completed
	ii. Expand “Broughton Hub” operations to provide a number of sessions during the week (beyond Saturday café slot), utilising expanded pool of volunteers from across community	All	On-going
	iii. Liaise with Health & Wellbeing (H&W) group to incorporate “Crisis Volunteers” scheme to assist vulnerable, shielding and self-isolating villagers	JL	Completed
	iv. Liaise with H&W group to co-ordinate internal changes to building if e.g. chair-based exercise classes allowed to resume	JL/JW	Pending
	v. Set up appropriate and stable supply chain systems to ensure adequate and consistent availability of essentials	JL/DH/RD/CH/JW	On-going

	vi. Set up Treasurer Account to handle payments and provide essential transparency, given the volume of money involved	CL/CP	Completed
7. To identify and carry out investigations into generic "shop running" topics such as payment handling, policies and procedures, other legislative and practical considerations	i. Internal systems for purchasing, stock control, stock take and payment control to be implemented	JL/DH/CP	Completed
	ii. Formal systems such as HACCP, food hygiene monitoring, etc. to be implemented if Hub arrangement becomes permanent	All	Pending
	iii. Formal reporting of Treasurer accounts to be implemented, expected to be repeated annually	CP	Jan 2021

ARCHIVED OBJECTIVES

<p>1a. To understand the requirements for a village shop, including the types of product to be carried and the likely frequency of usage.</p>	<p>Visit other Community shops and view the vending machine at Clifton</p>	<p>John/Bev/Tracey- Marchington & Clifton Janet – Osmaston Bev - Grindleford</p>	<p>Complete</p>
	<p>Questionnaire created, distributed and analysed. 95 responses received, of which 56 believe that a village shop is "Important" or "Very important". 71 responders would use the shop "2-3 times a week" or "once a week" A significant number state that they are willing to help in some way.</p>	<p>Kirsty</p>	<p>Complete</p>
<p>2. To determine whether these requirements can be met by an extension to existing services.</p>	<p>Blackberry Farm do not plan to increase their product range beyond eggs & some fresh produce</p>	<p>Bev</p>	<p>Complete</p>
<p>3a) Determine the nature of shop which best would satisfy the requirements in the short to medium term</p>	<p>Siting a "shop" in the church or chapel/chapel school room similar to the community shop in Grindleford is a possibility to be followed up</p>	<p>All</p>	<p>Complete</p>
<p>3b) Provide a pop-up/temporary shop to assess requirement satisfaction</p>	<p>Chapel School Room used as the location for a shop & café. If this is successful, it potentially will become the location on a long term basis.</p>	<p>All</p>	<p>Completed Aug 2018 – March 2020 (See 3c, 3f also)</p>
<p>4. Apply for membership of the Plunkett Foundation to assist creation of the business plan, decisions regarding form of governance, etc.</p>	<p>This will be undertaken once the outcome of the ACV application is known, and a better understanding of the outcome of the Methodist Chapel</p>	<p>JL/JW</p>	<p>Although the ACV has been granted, the application to Plunkett is in abeyance</p>

<p>5. If it is deemed that some sort of shop is feasible, to make an assessment of the investment in time and money required to launch a shop to make it a success.</p>	<p>} } Currently we have sufficient Committee members to manage the Saturday openings and sufficient volunteers to staff the café/shop. }</p>	<p>JL/All</p>	<p>In abeyance due to pandemic</p>
<p>6. To determine the on-going commitment required by the community to ensure the continued success of a shop.</p>			