



3rd July 2020

CILCAIN COMMUNITY SHOP NEWSLETTER TO MEMBERS



MESSAGE FROM THE MANAGEMENT COMMITTEE

Two Years of Sioip Gymunedol Cilcain Community Shop

Cilcain Community Shop opened on Saturday 16th June 2018 and our second anniversary on 16th June 2020 was a rather “low key” event owing to the situation we currently find ourselves in. Our focus has been on being able to continue providing a service to our customers and adapting our work practices and operating procedures in order to comply with the relevant regulatory requirements.

Our second financial year ended on 31st March 2020 and we are required to hold an Annual Members’ Meeting (AMM) within 6 months of that date and preparations for the AMM have been ongoing during the “lockdown” period.

- Page 2 Annual Members’ Meeting information - where we are up to and how we intend to proceed with the AMM.
- Page 3 An update on our delivery service and updated guidance for volunteers.
- Page 4 Maintaining a safe environment for our staff, volunteers, and customers.

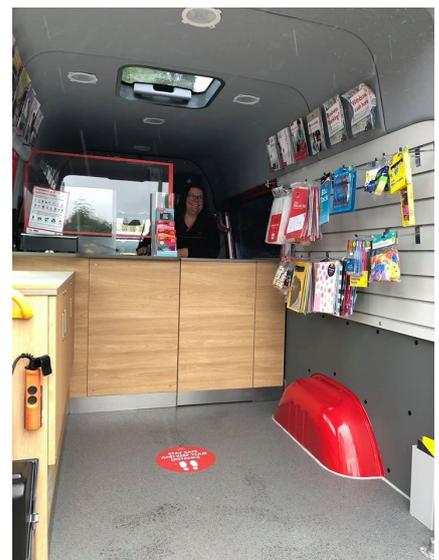
Return of the Post Office Service



The Outreach Post Office Service returned to Cilcain on 11th June 2020 and their new mobile van will be in the Village Hall car park every Thursday afternoon from 1pm to 3pm.

The shop will be also be open to 3pm every Thursday.

The mobile service is expected to continue for at least a few months but the long term aim is to return the service to inside the shop.



Cilcain Community Shop is very grateful for support from the community of Cilcain and these organisations



CILCAIN COMMUNITY SHOP

Annual Members' Meeting (AMM) 2020

Given the uncertainty whether the restrictions on “public gatherings” would be lifted before mid-August we are making plans to conduct the AMM business electronically and by post.

However, as result of the coronavirus restrictions, we don't expect to be able to allow members (other than, at least, the minimum number of Management Committee Members that are required to form a quorum) to be there in person this year. The Management Committee may make a decision to hold the meeting by video link instead and we are considering recording the meeting so that you can watch it later. (*Stock up with snacks and drinks from the shop*).

Before we can finalise the plans for the AMM and set the date, the accounts for the financial year 2019-2020 have to be completed and approved by the Management Committee. The AMM is your opportunity to consider and vote on the following matters:

Members of the Management Committee are elected for a 3 year term and one third of the Committee retire, and can offer themselves for re-election, each year. This rolling process commences this year when 2 Committee Members will be offering themselves for re-election.

There are three resolutions this year: 1) Approval of the annual accounts, 2) Approval of the 2019 AMM minutes, 3) A resolution (as last year) “not to appoint an Auditor to audit the accounts”. Full details and explanations will be in the AMM Pack.

An important part of last years AMM was the Question & Answer section and you can submit questions at any time prior to the meeting (by email to the Secretary, by post or pop it in the black letter box by the Village Hall entrance doors).

This year those that receive communications by email will be able to vote using our new online voting form which we hope you will find easy to complete and, unlike last year, will mean that you will not have to print the form, fill it in, and send it back to the shop. You will be able to request a postal vote if you prefer.

If you have not consented to receive communication by email, you will receive all of the information by post, including your voting form, and a “stamped addressed envelope” in which to return your voting form.

Your participation in the process is vital, last year we had a 60% return of voting forms and hopefully we can at least match that figure this year.

The Management Committee consider that not delaying the AMM is in the best interests of the Society and its Members. It is our hope that we will be able to convene a Members' Meeting at some point in the future when the restrictions on public gatherings are lifted. We will keep you informed of developments.

It is important that we have your correct email address or postal address and that you inform us of any changes. You should also put the following email address in your email client's “safe senders” list secretary@cilcaincommunityshop.co.uk let us know if you need any help with this.

CILCAIN COMMUNITY SHOP

Our Delivery Service

The service is reviewed regularly, along with volunteer availability, but we are committed to maintaining deliveries for those who need them for as long as “shielding” remains in place, and until our customers are comfortable to go back to normal shopping.

We now have 33 regular delivery recipients who take one or more items on one, or more days and currently make 122 regular deliveries every week. Some are just papers, others much larger

Our estimate is that, since the beginning of March, we have performed somewhere in the region of 2500 individual deliveries from the shop delivery service. Not quite Tesco's....but quite impressive for a small village community shop!

Clearly, all our deliverers are important, but Owen and Matthew - our cycling delivery service, turn up every day and cheerfully deliver wherever we send them, rain or shine (but thankfully more shine so far!) and have probably covered over 100 miles each on their bikes.

If you live in Lôn Cilan then your order may well have been delivered by Ifor (who delivers to 5 or 6 homes every day) - thank you Ifor.



Stopped for picnic ??

Volunteers in a “Vulnerable Group” wishing to restart volunteering.

Our Covid-19 Risk Assessment has been reviewed and updated to take account of the amended guidance that has been issued by the UK & Welsh Governments, British & Welsh Retail Consortiums and Usdaw. There are two “Vulnerable Groups”:

Group 1 - “Clinically Vulnerable” individuals are those who are:

- aged 70 or older (regardless of medical conditions).
- under 70 with an underlying health condition.

Our advice to individuals in this group, who wish to continue or restart working in the shop, is that we will offer you the option of the safest available on-site roles, enabling you to stay 2 metres away from others, for a work period of no longer than 2 hours per day and not more than 3 days per week.

Group 2 - “Clinically Extremely Vulnerable” individuals have serious underlying health conditions and are at very high risk of severe illness from coronavirus and we would advise them to remain away from the shop, follow the advice they have been given and receive deliveries from the shop.

All requests to restart volunteering should be via Sam or Di and they will discuss the appropriate roles and shifts with you. Basically, what we are saying to volunteers in Group 1 is that you can restart but only if you feel safe doing so and we feel that we can keep you safe.

CILCAIN COMMUNITY SHOP

Maintaining a safe environment for our staff, volunteers, and customers.

As an employer we have had to carry out a COVID-19 risk assessment as we have a legal responsibility to protect employees and others from risk to their health and safety. This isn't just a "one-off" exercise but has to be reviewed regularly and updated as necessary.

Maintaining a physical distance of 2 metres between individuals in the workplace is a legal requirement in Wales so this has been a top priority for us.

We now have hand sanitiser gel at the shop entrance and other locations which must be used by all customers before entering the shop. Sourcing the hand sanitiser gel and dispensers was a challenge in itself.

Keeping on top of the ever changing "guidance" has been quite challenging, and confusing at times, especially when it does not come from a single source.

The majority of our Management Committee meetings have been held remotely using Zoom (it's amazing how many decisions can be made in 40 minutes!).

We will continue to maintain safe distancing and other measures to keep our customers, volunteers, and staff safe, until we are advised it is safe to change procedures and when we feel it is safe to do so.



Thank you to all those that have helped keep the shop running, Sam, Di, Milly and Dave for keeping the shop well stocked with essential items and our customers for your patience and cooperation in helping us maintain a safe environment. Thanks to Mike Parr for compiling the delivery service information.

Websites: <https://cilcaincommunityshop.co.uk/> <https://siopgyunedolcilcain.co.uk/>

Facebook: <https://www.facebook.com/cilcaincommunityshop/>

Sam: manager@cilcaincommunityshop.co.uk

Di: di@cilcaincommunityshop.co.uk

Cilcain Community Shop Management Committee - Jonathan Wells (Chairperson), Milly Riley (Vice-Chairperson), Sarah Parr (Treasurer), Simon Redford, Lucie Skates, David Facer, Duncan Hayes, Philip Higgins (Secretary).

secretary@cilcaincommunityshop.co.uk