



ROCKLANDS COMMUNITY SHOP

Minutes of Annual Members' Meeting

held on 15th February 2019 at Rocklands St Peter's Church at 7.00pm

Welcome extended to all present by Company Secretary, Peter Rushton, who explained the procedures and protocols for the evening. The meeting was declared quorate as 46 members were present which is well above the requirement of 10% of membership, a very pleasing positive figure. Also welcomed were all non-members present (including 4 young possibly future members) and it was explained that only signed-up members would be allowed to vote under the model rules. Open membership shares are always available for anyone who wants to feel a part of RCS.

Thanks were extended to St Peter's Church wardens who had kindly given permission for the premises to be used, as Village Hall was unavailable. Special thanks to John Brown for setting up the PA system and switching on the heating beforehand.

Apologies for absence were received from James Alger, Cyril Ruffles, Heather and John Borrill, David Dunnett, Sarah Hayman, Liz Jacobs, Dave Jones, Jez and Lyn Jones, Mark Lister, Jane McIlwhan, Karen Roseberry, Paul Rutter, Nickie Southgate, Rachel Stanbury, Michael and Richard Steel, Jane Stubbs, Robin Trewartha, Geoff Wainwright and Joan Woodroffe (most of whom provided authorisation for proxy votes if necessary).

Minutes of AMM held on 09.02.18 were agreed and signed as a correct record.

Matters arising

Steps have been taken to reduce single-use plastic in shop and is ongoing.

Chair's Report was presented by David Seaton

The report included an introduction of the committee of 2018/19, including their roles and responsibilities within the committee. Roger Steel was thanked following his retirement as Chair after 5 years of dedication, enthusiasm and skill in getting the shop up and running and keeping it successful. Malcolm Robertshaw has moved from the area and resigned during 2018 as did Mary Trinder, both of whom were thanked for their contributions. Gella Ladner was welcomed as a new committee member in 2018, bringing her experience in management accounts to the committee. John Rose was thanked for his help with staffing matters.

Numerous staff changes since the last AMM were outlined:

Natalie Albrow is currently on maternity leave following birth of Matilda last November. Joe Thomas left in October for a new job. Laura Stokoe, who was doing part of the maternity cover, has this week found a permanent job elsewhere. Michelle Barron, who replaced John Borrill after his retirement in Spring 2018 has also left but is coming in on an ad hoc arrangement when help is required, which is much appreciated. Paula Smythe joined the staff in August 2018 and Josh White in October 2018. Current paid staff are: Josh White (40 hours) Marion Baker (20 hours), Paula Smythe (20 hours) + Michelle Barron (variable). All managers were thanked for their work which is much appreciated. It was explained that, due to the complexities of the PO system, extra staff had been employed during the training period so the wages bill was considerably higher than

normal for a few months, but that this was a necessary expense in order to ensure that training was thorough and robust.

Special mention was given to Pete Rushton who has somehow managed to sustain providing a service as delivery boy from Booker's Cash and Carry since December 2017 as they cannot deliver to Rocklands each week.

An upgrade of the EPOS system has been actioned by Josh White and Gella Ladner, which, although very new, is already paying dividends in efficiency.

David outlined various things that make Rocklands Community Shop the special place that it is and recommended that everybody looks at the new website which went live this evening, which is modern, clean and fresh and can be read on a mobile phone.

Volunteers, the backbone of the shop, were thanked and a plea to recruit more was issued.

The report concluded with heartfelt thanks to many: in no particular order...Alan and Elaine Johnson, John Rose, Shirley Colenutt, Jan Swaddling, Kathrine Overton, Simon Best to name but a few.

Pete Rushton thanked David for his report and reiterated gratitude to him for stepping into Chair role at short notice. He is doing a grand job in, at times, challenging circumstances!

The Treasurer's Report and presentation of draft accounts up to year end on 31st August 2018 were given by Victoria McArthur using a Power Point presentation.

Background information was given, then she went through the draft accounts (that have been fully audited by Lovewell Blake and have been given a clean bill of health). Summary accounts were provided at meeting and a full copy will be on display in shop after required procedures have been followed to verify them as final accounts.

Turnover has increased once again over the year, and the gross profit percentage is static. On the side of caution, a drop in sales over the last few months has been noted, which appears to coincide with shorter opening hours (put into place to allow time for new managers to be trained.) Although it was recognised that she was 'preaching to the converted', Vix exhorted all present to try to encourage more footfall in the shop.... we offer good value for money and no price can be put on convenience and friendliness. It is planned to extend the opening hours again from March 4th, if the manager hours can be covered.

PR thanked Vix for the well-presented report that was simple and succinct and made the sums intelligible to all, even those without a financial background.

One question from the floor about the provision of hot food and the social aspect of the shop was answered by committee.

The accounts were accepted unanimously (proposed by Sarah Good and seconded by Shirley Colenutt) and signed off by relevant officers.

The decision to have accounts fully audited and to appoint Lovewell Blake as auditors for 2018/19 (proposed by Gella Ladner, seconded by Bob Thacker) was also accepted unanimously.

Pete Rushton added his personal thanks to all who help keep the shop open every day, including our landlords who come in whenever they can to help, the volunteers who serve in the shop and others who work in other ways, (eg delivering newsletters, cleaning etc,) also to those who help

with deliveries or with paperwork and 'behind the scenes' work. As always, the accountants were impressed with how low our administration costs have been kept, due to volunteer labour!

Voting

The rules for electing a new committee were explained by Pete Rushton. The current committee members were thanked for all they have done, much of which is unseen.

David Seaton, Victoria McArthur, Pete Rushton, Philip Dingle and Cath Jones still have time left on the committee according to the rules. Gella Ladner, co-opted temporarily as committee member in September 2018 has completed the necessary paperwork and was re-voted onto committee with a unanimous vote.

Therefore the committee for 2019/20 stands thus:

Philip Dingle, Cath Jones, Gella Ladner, Victoria McArthur, Peter Rushton and Dave Seaton. Officers and specific roles will be decided at next management meeting on February 27th in shop (to which everyone was invited!) Members were reminded that all minutes are available to read on website after they have been signed off as correct at next meeting.

AOB

Elaine Johnson gave a moving and heartfelt tribute to Roger Steel when he was thanked for all he has done in the past 5 years, 7 months and 3 days (approximately!) since the idea of making Rocklands Shop and PO into a Community Shop was first mooted by herself and Alan. It has been a long journey but Roger took every step with patience and determination, working tirelessly at all times and his infectious enthusiasm (not to mention arm waving) carried us along with him. Thank you Roger, from all of us! You will be missed sorely but rest assured that we will continue to do our utmost to continue what you started!

Meeting closed at 7.41pm after all were thanked for attending.