



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 4th November 2020

Present: DS, PD, VM and PR(from 7.50) via meeting owl in Bell Rd and AJ, EJ and CJ via zoom link

Apologies for absence: None

Minutes of last meeting were approved.

1. Finance etc. (see report)

- (i) Accounts are nearly ready to go to LB thanks to sterling but labour intensive efforts of PR sorting stock prices not available from EPOS. Simpler system may be possible in future.....PR asked for details of any fixed assets bought between September 1st 2019 and August 31st 2020.
- (ii) Thanks to SC for sorting daily takings sheets. She is now raising any inconsistencies with managers directly.
- (iii) VM has produced a protocol for invoices that will go on her dispatch boxes (after managers have approved/amended.)
- (iv) Sales are slightly improving since opening hours have been extended.
- (v) Furlough arrangements clarified and agreed.
- (vi) Thanks to Sue Steel for new grant applications.

2. Other

- (i) Request from Rocklands Football Club for a raffle prize was approved and a £10 voucher will be given.(Action:AJ)
- (ii) CCTV replacement cameras that are compatible with current system very hard to find. If none found, it was agreed that new system is a priority. As temporary measure, less used cameras might be able to replace broken ones that are crucial.
- (iii) Big chiller is working again since another new bit of pipe has been welded in, but is on last legs. New system will be ordered after exact layout and measurements have been checked and confirmation of terms of maintenance contract have been negotiated (Action: PD who will also get a second quote) Chiller will be bought as it is essential but hopefully grant will cover costs.
- (iv) Internet connection seems to be ok but computer is very slow. JS will be asked to write out exact problems and send to DS who will liaise directly with ION engineer.
- (v) Anti bac dispenser with foot pedal found by DS was looked at but it was agreed after discussion that current pump action container by door is sufficient.
- (vi) Christmas 'thank you' to active volunteers is in hand by MiB
- (vii) Box of Christmas decorations has gone missing...EJ is on the case!
- (viii) Newsletter will be compiled soon, with details about new opening hours, Christmas arrangements and products etc
- (ix) Training of MR is progressing well and it is hoped she will be working on her own by 16th November, all being well
- (x) It was agreed that school Harvest produce can be put into Food Bank, as long as it is in date and not fresh.
- (x) PD will make sure all managers have seen updated safeguarding policy agreed at last meeting.
- (xi) Opening hours will be advertised via shop leaflet and doorstep delivery after sustainability (apart from possible Covid outbreak) has been approved by managers.
- (xii) CJ will change opening hours in Rocklander and find out about Waylander magazine.
- (xiii) Discussion about viability of photocopier and economy of usage compared with printer in office.
- (xiv) Discussion about keeping awning up during winter which is desirable but strong winds or heavy snow could be problematic. PD and AJ will look at ground bolts?

Next meeting will take place on 18th November

Meeting closed at 9.15pm