



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 7th April 2021 at 7.30pm via Zoom

Present: DS, PD, VM, CJ and MBo,

Apologies for absence: PR, AJ and EJ

Minutes of last meeting were approved.

Letter of Resignation from RCS committee and as Company secretary has been received today from PR, founder member and a key figure in all aspects of shop for nearly 8 years. Considerable discussion ensued about next actions needed and DS agreed to meet PR at weekend to discuss all aspects that will need covering and to ensure a smooth transition. (PR has kindly indicated a willingness to continue bookkeeping until end of financial year if necessary but alternatives will be sought. VM will investigate cost of professional service if a volunteer is not found). It was agreed that without PR's input, it is likely that RCS would not exist, so our gratitude will need to be shown in a suitable way when conditions allow. Recruitment drive for fresh committee members needs to be carried out immediately. MBo will approach local customer who has offered to store archive material in a secure barn on his premises.

Matters arising:

1. One suitable local applicant for job vacancy has been seen by MiB and she will come in to meet rest of team soon and get a feel of the shop.
2. Card machine issues have been resolved.
3. Invoices not being processed correctly are still causing issues. This is probably due to no crossover time for managers due to Covid so a system will be put in place for regular management meetings while MBo covers shop. Accounts email address not yet in place.
4. Gazebo has been repaired and cleaned but not yet up again as weather still too risky with high winds etc. Thanks to MBo and PD

Finance

1. Balances given by VM
2. AR 30 has been sent back to FCA following minor amendments.
3. Applications for share withdrawals amounting to a total of £2250 have been received. It was agreed unanimously to grant both in full - CJ to arrange with VM and get them processed asap.
4. VAT has been paid for this quarter - thanks to PR for providing necessary figures. In spite of a few minor discrepancies, there is a small reclaim this time.
5. VM pointed out substantial and consistent decreases in daily takings which are worrying. Competition from Rookery Meadows and now White Hart selling fruit and veg very locally has caused more wastage. It was agreed to approach Burrows and share competitive price data to see if we can negotiate a better deal as the wholesale costs are very high. Action: DS, PD

Other

1. It was agreed to open outside cafe on April 12th according to Government easing of Lockdown restrictions. New protocols will need to be put into place regarding social distancing between queuing customers and cafe tables and safe methods of paying.
2. New internet provision from next week has been arranged by PD with some initial set-up charges and new router but hopefully a more efficient system and slightly reduced costs each month as a result..

Next meeting scheduled for 21st April via Zoom

Meeting ended at 20.42