



ROCKLANDS COMMUNITY SHOP

Minutes of meeting

held on Wednesday 9th September 2020 at Bowers Farm at 7 pm.

Present: DS, VM, PD, PR, CJ, AJ, EJ, MiB and JS

Apologies:None

Declarations of interest: None

Minutes of last meeting were signed as correct by DS.

Matters arising:

1. Reminder to PR about renewal of Electricity contract.
2. VM will update Wayland News about new shop opening hours.
3. Stocktake - thanks to Ladners and team for completing stocktake. More work to be done on adding cost prices to EPOS now before sending to accountants. EPOS training ongoing with AL and ST. Thursday pm will be admin afternoon.
4. Big chiller still out of action - part has been ordered and Darren will fit asap. Thanks to JS for sorting!! Ideas for new thinking on chillers discussed at length and decided that custom built chiller with external compressor would probably be best solution. PD to investigate with GDP. Veg chiller is only working efficiently at night when cover is down.
5. Thanks to MiB and PR for sorting thank you gifts.

Finance (see report)

1. Invoices sorted - one for new locks not yet received, so DS cannot be reimbursed yet.
2. Balances given by VM. Big a/c very low. Table of sales over last 5 years examined showing sharp fall since May with shorter opening hours and drop in footfall after most other shops open again.
3. VM investigating more grants to help with wages bill.
4. Extending opening hours discussed- agreed it is desirable but we need more volunteers before it is sustainable in longterm. Agreed to trial and advertise new hours but with careful wording so that we can amend as necessary. (Action: MiB will draft and send round for comments)

Managers' report

1. Volunteer recruitment

Shortage of volunteers able to do shifts was discussed. After a flyer drop, and advertising on Facebook, some new volunteers have come forward, which is great. Training will need to be ad hoc, due to social distancing constraints. Some volunteers have been upset by recruitment drive and taken it personally...thanks to managers for putting them right.

2. Ways of supporting the specific needs of a new volunteer were discussed and managers will follow up and report back by ~beginning of October with a plan.
 3. Protocols for shutting shop if no volunteer forthcoming discussed. If end of day, manager to try to find somebody but if nobody has come forward by one hour before closing, then close early and put sign on door.
 4. Computer malfunction sorted by DS but cause not known so best to ask Paul to come and look as it could happen again.
 5. Covid update. New measures introduced today should not directly affect RCS. HN has got RA sorted and fitted new handle on PO door so will be thanked accordingly.
- Next meeting** arranged for 23rd September at 7pm at Bowers Farm.
Thanks to PD and VM for providing libation.
Meeting closed at 8.47 after PD had been thanked for hospitality.