



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 10th April 2024 at 7.30pm in shop

Present: Phil Dingle (PD), Tim Ford* (TF), Ian Harrison*(IH), Cath Jones*(CJ), Andrew Russell* (AR), David Seaton* (DS) +Jane Stubbs** (JS) and Lottie McIlwhan**(LM)

(* committee member; ** manager)

Apologies for absence: Victoria McArthur *(VM) and Alan (AJ)and Elaine(EJ) Johnson

Minutes of last meeting were agreed and signed as a correct record.

There were no **declarations of interest**.

Matters arising (not covered elsewhere on agenda):

- 10th Anniversary celebrations went very well and hopefully attracted more volunteers to sign up (several promises but no actual signings yet). Thanks to all who attended and especially to those who helped serve refreshments, did washing up etc as well as make delicious cakes.
- Anniversary share offer. CJ reported 66 applications have been received to date and passed cash and cheques to JS for banking. A reminder poster about closing date of May 21st will be displayed in shop and post put on shop Facebook page.
- Share donations Stef Smith (LB) has confirmed that donations of shares to shop should be recorded as withdrawals then donation to shop on spreadsheet.
- Credit card discrepancies issue has been sorted and ticket now closed with no further problems.
- Allwyn and Lottery. AR explained workings of new system and how it affects us. It was agreed that it would need time to see how it all pans out but at present all seems to be satisfactory. AR and managers are monitoring closely. LM has completed training and has asked for further training slots to cover all managers (priority) and volunteers (preferred) but no feedback from Allwyn rep. yet .

Managers' Report

- TP figures good with small positive variance with a week to go before end of TP.
- New manager, Rob Poole, is settling in very well and has done 20+ hours shadowing in shop as well as completing basic PO training online and in Cambridge.
- EPOSNow. LM gave update on current situation and explained that stock level discrepancies should now be gone, as Master Products have been removed (inaccurate advice by EPOS-Now to include it had been given at set-up). Mini stocktakes are being undertaken (FM leading) and it is hoped that end of year stocktake in August will not necessitate long shop closures from now on. Many thanks to AR and LM for all the work put into making EPOS-Now work at last and commiserations that, due to poor initial advice from company, much of their efforts were to no avail. Onwards and upwards!!
- Volunteers are still in short supply with several gaps each week.

- Problems with PO login for PD are still ongoing, although RP was dealt with within a few days! Area manager is due in tomorrow (11th) to finalise his acceptance as postmaster so fingers crossed!
- Suppliers. We are pleased to welcome Folgate Farm Produce as a local supplier of frozen meat products from animals raised within a radius of 3 miles (Caston). Richard Ives is a volunteer in shop and has offered a discount of 15% so we can sell at same prices as he charges at farmers' markets. He will remove any stock that is not selling well and replace with alternative products as available. Asparagus from Portwood will be on sale from tomorrow. Volunteers are needed to collect so managers will arrange accordingly.
- Hot water boiler has been playing up and it was agreed to look at replacement if necessary. Quotes will be sought from NBA Appliances, coffee machine supplier and DS' contacts.
- Spring clean of forecourt has begun. JS will liaise with AJ and EJ about further action eg pressure washing tarmac.
- FM has been in contact with Simon Best about getting website up to date. Admin access to shop Facebook page is also an issue so LM is trying to sort it.
- JS and LM answered query from DS about provision of gluten-free (and other 'free from' foods) in shop.

(JS and LM left meeting at 20.36)

Finance

- Bank balances reported and are still stable. Daily takings are also still rising above rate of inflation.
- Bills and wages paid.
- AR will investigate further suitable grants etc from Breckland DC when he has time.
- PD raised possibility of getting a new 'one stop' package for accounting in future to save money. This would need to be passed by shareholders before implementation, but the idea will be investigated to see if it would be beneficial to RC SL.

AOB None

Correspondence

Nothing outstanding that hadn't been circulated by email.

Next meeting arranged for Wednesday 15th May 2024 at 7.30 in shop. **Please make note of change of date which was agreed so that Chair and Treasurer could be present**

Meeting closed at 21.04