



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 10th May 2023 at 7.30pm in shop

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

(* committee member; ** manager)

Apologies for absence: 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):

1. PO account log in. No real progress but new POL area manager is now on the case, so fingers crossed.
2. Lease renewal. It was agreed unanimously that Roche will do assessment of market rent at reduced cost of £300, so that we can show due diligence to both members and landlords.
3. Faulty strip lights not yet replaced. DS has found cheapest replacements at £21.04 each but carriage costs extra. JS will ask a customer who may have local contacts if he can get them at similar cost more quickly. Spares will be bought to have readily available when other tubes fail.

Forecourt improvement project.

Thanks to FM who submitted grant application to Asda Foundation but unfortunately we did not get through to final round because our application was under-budget and therefore did not meet criteria for cost of project. Internal fundraising is ongoing. CJ will submit application to Rocklands Parish Council for funding from Community Chest at their AGM on May 15th, which may give a little more towards project but is unlikely to be a large amount. Local builders may be able to provide cheaper quotes for project, with more limited funds available.

Managers' Report given by JS/LM

- PO cash supply has been sorted by JS with approval of area manager

- Biffa refuse bin has recently been kept at roadside as very heavy to move across gravel when full. However, it would be better if it could only be there on collection day, for various reasons. Two people should be used when it is moved, which is not always possible if there is no volunteer on duty, or if volunteer has eg back problems. IH offered to help, as have AJ and EJ when possible. Situation will be monitored.
- JS is arranging date for Coldlink to service chillers etc now that weather is warming up.
- Letter from POL forwarded from Roger Steel about Allwyn taking over from Camelot in running of National Lottery with implications regarding sharing of data. JS will change contact details before stipulated date of 19/05 and ensure that only designated details will be shared and that RS is deleted completely from all databases.
- EPOS Now changeover is progressing slowly. Many thanks to LM who is laboriously entering all stock items into new system manually, shelf by shelf. (Currently completed 17 shelves out of 48!) Then full stocktake will be necessary before changeover happens. LM reported she has been getting very little help from EPOS Now. Volunteer help is not practicable as only one person can work at a time. AR will liaise with LM.

JS and LM were thanked for attending and left meeting at 8.30.

Finance

- Balances given. Request for share withdrawal (150 shares) has been paid in full
- Bills and wages paid
- Thanks to Shirley Colenutt(SC) for her continuing work on Daily Takings sheets.
- Process of transference of treasuring duties from VM to AR is progressing but AR still has no access to banking, so cannot yet pay bills etc. New bank debit cards have been received and given to VM, including some who were removed from database many years ago – these have been destroyed. Co-Op Bank is being incredibly slow at responding to all changes which is frustrating and time-consuming. Meetings with KaO, SC and KiO are being arranged to introduce AR to the RCSL finance team.
- Signed annual accounts will be sent to FCA (Action: DS and VM)

Correspondence

Nothing significant that hasn't been circulated via email

AOB

Urgent need for a new Company Secretary discussed again and couple of ideas explored...

Next meeting arranged for Wednesday 14th June at 7.30 in shop

Meeting closed at 20.46.