



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 11th January 2023 at 7.30pm in shop

Present: Phil Dingle* (PD), Tim Ford* (TF), Ian Harrison*(IH), Cath Jones*(CJ), Victoria McArthur *(VM), Christina Mason* (CM) David Seaton* (DS) and + Jane Stubbs (JS)** Fay Manning (FM)** and Lottie McIlwhan **

(* committee member; ** manager)

Apologies for absence: Alan Johnson(AJ) and Elaine Johnson(EJ),

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 telephone line. No progress. Master socket has been located and will be looked at. Meanwhile shop line is still being used for Paystation.
2. PO account log in. No progress in being able to save password. JS will ask new POL area manager/field officer for help.
3. Offer from Plunketts to provide an 'Extra Pair of Hands' offering free advice and a volunteer to help with IT etc has been accepted but no response from Plunketts since, and person dealing with project seems to have left. FM is chasing.....
4. Outside unit for big chiller has been replaced FOC with a more powerful unit. Thanks to PD for sorting. Coldlink has been informed.
5. Carol singing outside shop on Christmas Eve was very successful with over 70 carollers in attendance and £160+raised for for Pancreatic Cancer UK. Thanks to A&E for again providing hot punch. Last minute panic over lack of availability of mince pies was overcome – phew!!

Managers' Report

1. FM and JS completed end of TP today and reported another accurate month, in spite of hectic PO activity – well done and thanks to all!
2. Transferring stock from ECR to EPOS Now is still problematic because data cannot be transferred as spreadsheet and each item for sale has to be entered by hand. This is huge undertaking as it is very time consuming and with current economic crisis almost all new stock coming in has price increase so all data is constantly inaccurate. It was agreed that volunteers would be asked if they could help with entering new data and DS will confer with LM on Sunday 15th to find a way forward. It was agreed to buy a compatible Bluetooth scanner at ~£79 (+on costs.)
3. Managers continue to work well together, communication is good. Looking now to booking further PO Training, hopefully for March, will update. Although they have been unable to schedule a meeting, they continue to use WhatsApp to discuss issues arising and will hopefully look to schedule a meeting in February.
4. Volunteers Shop volunteering roster is filling up well after the holiday break. No real worries or issues, but there is a core group that fill in more than once or twice a week. One new volunteer and a returning volunteer this week, which is always encouraging.
5. Suppliers Easters – The egg shortage seems to be over, we can now fulfil customers wants. Bookers – We continue to order to, and beyond, the minimum order level set by Bookers, however, price increases are obvious every week when our stock is inputted onto the system.

6. PO has been very busy over the Christmas Period, although it hasn't helped that Royal Mail/Parcel-force have been on strike, and with the road closure to contend with. Business at the PO has definitely increased. Managers have noticed that the majority of their time is spent on the PO. They continue to be accurate, only recording small variances, with TP taking no more than 30 minutes to complete.
7. Log Store We continue to use Sam Bacon as our supplier of logs and kindling for RCS. He typically delivers the bulk to Pete's garage and then on to us to fill our store outside the shop. We noticed that we were asking for a top up more regularly, this meant a volunteer to access Pete's garage, fill the car and drive down. The Managers came up with an idea to purchase a plastic Keter store, like the green one in the alley. This will now hold Logs, and the green one, kindling to top up our front store. We are hoping Sam will deliver to us first, fill our store, the alley stores, then on to Pete's with the surplus. Phil authorised the small expense. Paul will print out the invoice and pop it in Kimberley's Box.
Work Experience We have been approached by Attleborough Academy to accept a work experience student in June. Insurance and liability Forms have been filled in and sent back with the student.

Finance (see report from VM)

- Bills and wages paid
- VAT done
- Balances update.
- Possible candidate for new treasurer – work in progress, but two possibly interested. Need for new Company Secretary is becoming more urgent as person in that role has to chair AMM. Discussion about possibilities but no solution found. Dave McNeil will be asked if he would be willing to chair again if necessary
- Grants – no outcome yet.
- Monthly figures with comparisons since 2016 were again distributed, with caveat that slight increases are probably due to rising prices, not necessarily more trade.
- All information requested by Lovewell Blake has been submitted. VM awaiting Sage figures from KO. Accounts promised by 20.01.23 so meeting with Stef to be arranged w/c 23 01. VM, PD, DS, TF will attend +possibly CJ.
- Thanks to Shirley Colenutt for continued work on Daily Takings sheets. VM will take outstanding sheets while SC is unwell and unable to do them at present. Thanks to EJ for doing Menzies
- PD has been in communication with Co-Operative Bank about bank charges and discovered that we may have been given the wrong type of account when we set up in 2013. He has completed massive amount of paperwork to apply for a community account for which there are no bank charges, which will save ~£1000 pa. No response from bank yet.
- AMM date set for 17th February in Village Hall (CJ to book)

Correspondence

Nothing significant

Next meeting arranged for Wednesday 1st February 2023 (NB change of date to arrange AMM details) at 7.30 in shop

Meeting closed at 21.12