



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 11th September 2024 at 7.30pm in shop and chaired by DS

Present: Phil Dingle(PD)*, Tim Ford* (TF), Ian Harrison*(IH), Cath Jones*(CJ), Victoria McArthur *(VM), Andrew Russell* (AR), David Seaton* (DS)

Apologies for absence: Jane Stubbs(JS)**and Alan (AJ)and Elaine(EJ) Johnson
(* committee member; ** manager)

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):

- New social media pages have been set up by LM and are working well. CJ will get LM to do what is necessary with redundant page on Facebook, using CJ's phone for admin access.
- No change to website yet to bring in new amendments. DS is on the case.
- Letters to new shareholders encouraging new volunteers not yet done.
- No response from Coldlink, in spite of many nudges, so PD will liaise with JS to find provider of new maintenance contract (possibly company who supplied and fitted latest chiller?).
- Thanks to LM who is organising new volunteer banner at cost of ~£55+VAT, using her design
- No new Lottery equipment received yet.
- Saga with PO login is moving forward slowly but not yet completely resolved. Hopefully a PAYG mobile phone will sort authentication issue soon.

Managers' Report

- Minor repairs: flashing light bulb (Action:DS) New bulbs for fly zapper (Action: Managers to order new bulbs from Amazon, IH to fit when received); camera in CCTV system (Action:LM) all discussed and actioned.
- Discussion about renewal of ripped awning on gazebo. AJ and EJ have kindly and generously offered to replace it as a temporary measure, but it was agreed that a more permanent solution is needed. PD will loan a shelter to tide us over, but designs will be sought for a wooden structure, with materials possibly subsidized by Huws Gray. Action: All to research designs.
- Volunteers: LM will be organising another coffee morning to highlight the need for volunteers. We have welcomed back two experienced volunteers recently, following ill-health, and with a couple of new recruits, the volunteer sheet is looking a little healthier.
- Social Media: We are up and running on our new FB and Instagram sites. News, new products and announcements are made on a weekly basis now to promote RCS.
- PO Area manager Tracey visited and spoke to FM to give advice and tips on Travel products.
- TP next Wednesday, running a small variance, no major problems.
- RP will be back to Cambridge on 2 separate occasions this month for training on back office Balancing and Investigating discrepancies. JS and FM to cover hours at RCS whilst Rob is away.

- PO IT have left messages regarding the issue we had when our Horizon terminal dropped out. According to IT, it is our internet router/line, which may mean an upgrade. Usual discussion about responsibility for upkeep of PO line. PD/DS will discuss with managers.
- Lottery: Rep visited to run a small update on Lottery terminal, all ok. No news about when new equipment will be installed.
- Stock-take: FM pushed the button on the 31st August to finalize stock take. This was achieved without the usual 2 day closure. Reports sent to Andrew who will check and send results to Lovewell Blake after latest VAT quarter is sorted.. Thanks again to FM for counting and collating, which was quite a laborious and time consuming task.
- Suppliers: We are looking forward to a little taster session soon from Ruth Bunnewell, daughter of one of our longest-standing volunteers, as she, hopefully, is looking to supply us (again) with a few home cooked cakes. These will be prepared in a registered kitchen and can be frozen, to be defrosted as needed. Ruth provided RCS café with cakes when we first opened. These will run alongside our sliced cakes to give a little more variety in our ever so busy café.
- New cleaning instructions are being prepared by one of our volunteers, Geoff, for the coffee machine. This will help the smooth running of the machine in delivering the best cup of coffee. Hopefully, spare parts that frequently clog and have to be cleaned during working day, can be purchased that will lessen delays for customers and staff.

Finance

- Bank balances reported
New Sage system via KOv is not yet fully accessible but should improve efficiency.
- Bills and wages paid.
- Trading figures remain fairly constant.....cautious optimism.
- AR has visited Nationwide Building Society regarding change of mandate form. Lady was very helpful. It was agreed unanimously to add AR to those with access to account (Prop: CJ Sec: VM)
- CoOp Banking app working well

Correspondence

Communications from Plunkett have been circulated.

DS has received payment receipt from David McNeil from ICO so we are up to date with GDPR

AOB

CJ informed of her intention not to stand for committee again at AMM in February 2025.(By then, she will have done nearly 12 years uninterrupted service in same roles and feels it is time for a change!) Appeals will be made for someone to be Minutes Secretary and Membership Secretary (two separate roles not necessarily same person.)

Next meeting arranged for Wednesday 9th October 2024 at 7.30pm.

Meeting closed at 20.40.