



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

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

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

Apologies for absence: Ian Harrison*(IH), Victoria McArthur *(VM), 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):

- No progress on website
- Coldlink – no further response from Coldlink so it has been decided to ask company that installed equipment to take over maintenance. Action: PD and managers
- New bulb for fly zapper not received. JS will check Amazon order list and re-order if necessary
- Phonline and Broadband new provision following cessation of copper phone lines. TF reported back on his findings and explained technical details and requirements. Deadline has now been extended to January 2027 so urgency has decreased. POL have started installing some new lines, but that is separate from shop line, so irrelevant. After discussion it was agreed that 80:20 ratio is adequate speed. TF will go back with questions raised and will also contact other companies for comparisons, in order to show due diligence.
- Christmas arrangements are in hand. Same opening hours as usual apart from closures on Christmas Day, Boxing Day and New Year's Day. Times have been advertised for customers and suppliers.
- Usual informal carol singing event will take place on 24th at 11am as usual. AJ and EJ have kindly offered to provide the mulled punch and volunteers to provide mince pies have been sought (slow response so far but all will be well). Collection bucket for EACH.

Managers' Report

- PO trading has been very brisk with many new customers due to erratic opening hours in Watton and GE. Lack of volunteers has been a big issue at times when manager has been at full stretch in PO, shop till and café.
- Increased use of mail especially since Vinted is now using Royal Mail for distributing sales. During December, there is now a collection on Sundays to avoid build up of mail bags in limited area..
- JS explained latest info on possible PO closures that had been in news recently but general consensus is that we are safe. New area manager for POL has been appointed but so far, no contact from him/her.
- Remuneration from PO still far less than time spent by managers at PO counter.

- Power cut on Sunday 8th December had meant loss of takings.
- LM has produced EPOS reports highlighting wastage (mainly milk and bread). These will be monitored and acted upon where possible, but it was agreed that it is very difficult to predict in this area as it is essential shop always has bread and milk for sale, in order to maintain customer confidence.
- Christmas stock is selling well and is popular with customers.
- Ongoing stocktaking is continuing but slowing during December for obvious reasons. No significant issues are being found- well done managers.
- LM and RP are keen to attend retail fairs in 2025, in order to keep stock up-to-date and relevant, including provision of local produce.
- RP is doing further PO training next year as he had to postpone due to covid infection last time
- Small amount of commission being received from Allwyn for correct usage of advertising posters etc
- Managers will arrange small gifts of wine/chocolate for regular volunteers as a 'thank you'.
- Christmas raffle tickets selling well....~£400 so far. Draw will be held on December 21st and winner announced.

Finance

- AR reported that Co-Operative Bank is being taken over by Coventry Building Society but that this should not affect day-to-day finances at all
- Bank balances reported- no significant changes
- Bills and wages paid.
- AR meeting KOv tomorrow before sending annual accounts to LB immediately.
- AMM date pencilled in for Friday 28th February at 7pm in St Peter's church.
- No suitable grants available at present.

Correspondence

Nothing significant that hasn't already been circulated/discussed

AOB

- Witt family will provide a bench for outside area in memory of David.
- New gazebo discussed. It was agreed to ask RP to look into provision of a complete new replacement ready for use in Spring. (CJ will ask at Lt Plumstead Walled Garden Community Shop where they got theirs from as it is lovely!)
- A 'thank you' gift will be given to SC for all the work she has done for many years on Menzies and daily takings.

Next meeting arranged for Wednesday 8th January 2025 at 7.30pm.

HAPPY CHRISTMAS TO ALL

Meeting closed at 21.10