



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 13th December 2023 at 7.30pm in shop

Present: Tim Ford* (TF), Cath Jones*(CJ), Victoria McArthur *(VM) Andrew Russell* (AR), David Seaton* (DS) {+ Jane Stubbs (JS)**and Fay Manning (FM)**(until 20.45)}

(* committee member; ** manager)

Apologies for absence: Phil Dingle* (PD), Ian Harrison*(IH), Alan (AJ)and Elaine(EJ) Johnson, and Lottie McIlwhan (LM)**

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):

- Coffee machine update given. Date of cancellation of Tchibo contract confirmed as 31st December. New machine will be installed whenever word is given. Action: PD
- Google domain has been set up by DS. Email address and passwords shared on 'need to know' basis. JS will inform POL.
- PO account log in. No progress so far as PD still unable to log in.
- Lottery provider changeover. AR has signed all papers with Allwyn. Payouts still awaiting clarification for when PO is no longer involved, as shop does not hold large amounts of cash separately. Action:AR
- Coffee mornings promoting new volunteers had gone well and added bonus of a collection for Children in Need at same time raised total of £600 from village.
- Grants. AR has had meeting with Victoria Dingle, VM and Sue Steel. Various recommended grant trusts have been investigated but unfortunately none really meet our requirements as criteria for applications are irrelevant. Discussion about the challenge ahead to cover shortfall which is almost impossible to do by raising turnover further. It was agreed to use 10 year anniversary of RCS in March to promote the shop and encourage local companies maybe to invest? More focused discussion to be made at next meeting
- Banner for promoting more volunteers is still pending. Simon Best has provided some suitable suggestions for a design. Measurements will be forwarded to DS by JS. Original cloth banner has been confirmed 'dead and buried'!
- Card machine upgrade is in hand and new system should be up and running before next meeting. Action:PD and LM

Managers' Report (see report from JS)

- Volunteers. New volunteers are doing well. More illness and infections have resulted in some regular volunteers being unable to do shifts, which has been a problem during such a busy period for PO when managers are completely tied up and unable to do shop till duties.
- 'Thank you' to volunteers at Christmas has been organized by managers.
- Suppliers. No Bookers deliveries after December 19th until 9th January. This could mean an issue with supply of chilled goods but most can be covered in short term by Easters.

- PO very busy but arrangements with Amazon and Evri have not yet been finalized. Latest end of TP good and accurate with small surplus.
- Query about insurance cover for cash belonging to PO was raised. JS will ask POL area manager for confirmation.
- Huge thanks to AR who has 'volunteered' to spend many hours each day inputting stock levels that seem to have vanished from system yet again. TF offered to help if required after Christmas and New Year.

Finance

- Bank balances reported, showing decreasing amounts in comparison with previous years.
- Bills and wages paid.
- Significant discrepancy in Menzies invoices and credit notes has been flagged up by EJ who is still pursuing matter with Menzies, but getting no joy.
- Year end accounts/mini audit in hand with Lovewell Blake and paperwork submitted.

Correspondence

Email from Plunketts offering assistance had been circulated. CJ will ask if they could offer advice on possibility of raising a new share offer.

AOB

- After discussion, it was agreed to aim at holding AMM on 16th February 2024 in St Peter's church at 7pm (CJ to arrange with churchwarden).
- AJ and EJ have confirmed that arrangements for renewal of lease are with their solicitor and in hand.
- Usual carol singing session will be held outside shop on Christmas Eve at 11am, with collection this year going to EACH, to be added to Santa's collection as he does the rounds in the village. Thanks to A and E for provided mulled punch as usual. Hopefully mince pies will also be available, but so far, only one offer of a donation of dozen homemade ones has been received (CJ will top up with bought ones if necessary).

Next meeting arranged for Wednesday 10th January 2024 at 7.30 in shop.

Meeting closed at 21.01.