



# ROCKLANDS COMMUNITY SHOP

## MINUTES OF MEETING

held on 14<sup>th</sup> June 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)

(\* committee member; \*\* manager)

**Apologies for absence:** Jane Stubbs (JS)\*\* , Lottie McIlwhan (LM)\*\* , Fay Manning (FM)\*\* and 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 progress so JS will 'nudge' area manager again, as well as for news on change of Postmaster.
2. Faulty strip lights : thanks to DS who has replaced three that were faulty and has three spare in store.
3. CJ will check with JS about Lottery provider changeover.
4. Coldlink have been to service chillers, freezers and a/c units. Unit above chest freezer has failed soon after servicing in heatwave and is waiting for new motor and re-gassing, when Darren finds cause of leakage. Hopefully all will be completed by next week.

### **Forecourt improvement project.**

Rocklands Parish Council were asked about a contribution towards funds for new structure but raised issue of planning consent/applications. DS will get advice, although our initial investigations on Breckland DC website indicated none were necessary.

PD's daughter has ideas about further grant possibilities so he will contact Sue Steel.

### **Managers' Report** (see report from JS)

- PO working well – we are still in top ten of POs in Norfolk- well done team!
- EPOS Now changeover is progressing steadily. thanks to LM with help from AR.

It was agreed that a stocktake using EPOS Now on or near 31<sup>st</sup> August (end of financial year) would be good idea. LM will be consulted to see if this is feasible. (Prop: PD Sec: CJ and passed unanimously).

Thanks to LM for producing folder with step by step instructions to support switch-over.

- Five work experience students will be in shop during June and July, which will help with volunteer shortage due to holidays etc.

## **Finance**

- Bills and wages paid.
- Thanks to Shirley Colenutt(SC) for her continuing work on Daily Takings sheets.
- HMRC issue with accusation of unpaid tax has been resolved at last and HMRC have finally admitted fault was theirs (although no apology!). Thanks to Kathrine Overton (KaO), VM and AR for sorting.
- Process of transference of treasuring duties from VM to AR is progressing . AR now has access to online banking and has met most of financial team.
- VM now has up-to-date list of authorized signatories on shop accounts
- Annual accounts paperwork sorted by DS and VM and will be counter-signed by Co. Sec (Action:DS)

## **Shop Lease**

Roche (Chartered Surveyors) has provided a Rental Valuation Appraisal Report following our instructions, prior to arranging new lease due in March 2024. The results were discussed in detail and it was agreed that DS will visit landlords in person to sort out new lease, possibly to start before due date when new regulations and red tape may be in force.

## **Correspondence**

- Two new members have paid their membership for open shares.
- Application for transfer of shares of deceased member to an existing member has been agreed and new certificates will be issued. (Action: DS)

## **AOB**

PD and TF (and possibly CJ) gave apologies for absence for July meeting. Meeting will go ahead as planned unless more absences are registered, in which case an alternative date will be sought.

**Next meeting** arranged for Wednesday 14<sup>th</sup> July at 7.30 in shop

**Meeting closed** at 20.44.