



ROCKLANDS COMMUNITY SHOP

Minutes of Management Committee Meeting

held on 15th January 2020 in shop at 7.30pm

Present: PD, CJ, VM, PR, DS + AJ & EJ

Apologies for absence: None

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Matters arising

1. Well done to MBo, PD and JWo for completing PO training in Cambridge on 7-8 January . All now have their log-ins sorted on Horizon and are 'up and running'. It has been suggested that they work in pairs until they have more 'PO flying hours' under their belt, whenever possible.
2. PD has provided a mobile device for named Vodafone users so that there is a good mobile signal in shop (currently very poor and spasmodic coverage).
3. Archive boxes have been moved from RS' garage to another temporary location.
4. Customer and volunteer raffles were held before Christmas (JWo was first winner of latter.)
5. Carol singing outside shop went well, although our usual soloist was unable to attend as he was still in hospital. About £90 was collected in aid of Pancreatic Cancer UK and passed to John Brown to add to the other village collections taken during Santa's Visit to Rocklands and Lt Ellingham. Thanks to A&E for doing mulled punch and to all who baked mince pies.
6. Shop opened on Boxing Day, thanks to JW and PR but unfortunately, Menzies failed to deliver newspapers as requested (they were delivered on Jan 1st instead, when they should have been cancelled.) Also, Hingham Bakery decided at late notice not to deliver fresh rolls, so some customers were disappointed.
7. Visit to shop from newly appointed Bishop of Norwich, Bishop Graham Usher, took place on Tuesday 14th at ~5pm. He was accompanied by Rural Dean, Rev Matthew Jackson and a press officer and was met by NA (manager on duty), Rev Christina Mason (priest in charge) JWo, CJ and AR and shown round shop as he was given a brief history. He was very complimentary, showed a keen interest and blessed the premises, staff and all customers in a short prayer.
8. CJ and EJ received an alarm call from Grapevine at 5.15 am on 15th January and attended (with back up!) to check premises. No alarm was sounding, nor security lights flashing so it was agreed not to enter but just check perimeter of property. This was done, front and back, but nothing untoward was seen. EJ later phoned Grapevine who confirmed times and alarm code showing 'perimeter'. EJ and MiB checked relevant CCTV footage and nothing showed except a 'blip' in footage at that time so it was

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concluded that there had probably been a very short electricity outage, due to high winds, that had caused alarm to activate.

9. Time recorded on CCTV equipment is inaccurate, so DS has adjusted to record correct time.

Managers' Report

NA and MiB completed End of Trading Period report this afternoon and found significant discrepancies which were discussed at length and will require further investigation. EJ will liaise with NA and MiB and report back any findings.

Due to staff shortages, there has not been time to do a full written report for this meeting, although NA had sent email about End of TP findings, with comments by MiB.

Finance

1. Bank balances given
2. Bills have been paid
3. Sage reconciliation is ongoing.
4. No further news from LB about annual accounts
5. Shop bank card has expired...new one is on its way.

Manager Cover

Many thanks to NA and MiB who are doing as much extra cover as possible, and to EJ, PR and JB for also covering during longterm absences of both MaB and JW.

Cover is being arranged week by week which is not sustainable in long term. Possible solutions were discussed fully and action will be taken when certain necessary meetings have taken place.

Correspondence

Nothing significant reported.

Confidential item discussed in detail and recorded separately.

Next meeting will take place on 29th January at 7.30 in shop

Meeting closed officially at 9.43pm. Thanks to EJ for providing posh biscuits again!