



ROCKLANDS COMMUNITY SHOP

Minutes of Management Committee Meeting

held on 17th July 2019 in shop at 7.30pm

Present: PD, CJ, VM, PR, DS + AJ, EJ, and JW (and fly who avoided attempts by VM to destroy it)

Apologies for absence: SC

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Matters arising

PD will pursue what progress has been made using mobile phone to alert volunteers. Shop Notes will include mention of this so that any volunteer not wanting their mobile number to be used will have option to opt out.

Managers' Report was presented by JW.

1. Volunteers

There has still been an issue with lack of volunteers but all important shifts have been covered. On Sunday 14th the shop had to close early because of lack of volunteer, but otherwise, it has remained open. Another new volunteer has signed on and is currently shadowing an experienced volunteer. A further new volunteer has offered to come in just to help with Booker delivery every Thursday which will be very useful. There have been promises of more teenage volunteers after mid-August following other commitments.

VM has hand crafted a large textile appliqué banner and a 'Volunteer Roadshow' will be set up outside shop on Saturday mornings to encourage more volunteers. First session on 20.07 (VM and PD will be there, with CJ doing a stint in morning)

2. Retail Sales and Wholesale Suppliers

- (i) Booker deliveries are still going well and there have been a couple of extra runs to stock up on bargains and to fill new drinks chillers. Minimum order is being achieved easily, at present.
- (ii) It was agreed, after discussion about implications, that Playing Field could order stock via Sarah Good and put it on our Booker order, as this will comply with our remit to serve the community. Charge will be wholesale cost price + VAT and will not be extended to private personal orders. SG will place order in good time and collect on Thursdays so there is no confusion. A monthly invoice will be raised on the account, so that there is a clear paper trail.

3. Back Office/Till

Back office systems are working well. Front till slightly behind but in hand. JW will wait till after scheduled power cut on 22.07.19 (9.00 - 14.00) before transferring finally, in case of problems.

JW confirmed that stock check can be done using any handheld device (eg phone or tablet) so no necessity to hand write everything and transfer. A dummy stock check seemed to be in order.

4. Maintenance

1. New blind fitting has been acquired and AJ will fix it up.
2. A handrail for toilet has been donated and will be fixed when possible, following advice about exact location from a disabled person. AJ expressed concern about it being a stud wall and therefore possibly not strong enough so this will be looked at.
3. Wooden structure for logs and papers needs repair as a strip of wood has broken and papers are getting wet. DS not available for few days so PR will raid Ridgeon's scrap wood box and mend it temporarily, before a more permanent solution can be organised.
4. JW had to waste ~£18 worth of fruit and veg recently because unknown person switched off a/c unit again. Nobody has 'owned up' so a reminder will be put in Shop Notes that both units must be left switched on at all times and door kept closed. This might mean that air temp is quite low, so those working in shop will be advised to wear a vest or a jumper, even in summer!
5. Electricity costs are soaring so changing all light fittings to LED will be expedited. JW and DS will liaise with RS about best way forward.
6. Provision of a sanitary bin in loo will be investigated.

Staffing

DS and VM have had meeting with NA following her request to discuss her return after maternity leave. This was agreed verbally and written confirmation will follow. DS has also had meeting with PS to discuss her position after her temporary contract expires in August.

Managers' meeting on 9th July was attended by DS (for short time), PD and VM and it was considered useful and positive. It was agreed that PD would attend in future, just as JW attends committee meetings, so that there is better communication. It was agreed that there needs to be clarification about roles and responsibilities among managers so that everyone knows what is expected. A ticklist of routine tasks might be helpful so that following a changeover, all managers know what has or hasn't been completed.

Finance (see report)

1. Official EOY stocktake on Sunday 1st September has been approved by LB. Shop will be shut but papers, milk and bread can be sold for short time from front of shop. Orders will be amended accordingly to avoid wastage.
2. Bills paid and VAT paid. Thanks to KO, we are now digitally compliant.
3. Thanks, as always, to SC for checking daily takings and flagging up discrepancies.
4. Thanks to PR for donning Treasurer Hat during VM's holiday/family reunion.

Grants etc

VM currently compiling EOY report for BL. Evidence and witness statements are being collated. There will almost certainly be a need to apply for further grants as we are now about to enter Year 5 and it is evident that we still cannot cover costs. VM will ask advice from BL rep when we meet. Chris Sharpe will conduct a talk at Chapel Green Wildflower Meadow this weekend. Exact time will be advertised on Friday.

Events and Publicity

1. Date for volunteer 'party' has been arranged for Saturday 17th August at Bowers farm, the Dingle homestead - time tbc. Thanks to PD and Sharon for offering their hospitality.
2. Newsletter is due. VM has sent details to MB who has kindly offered to compile next issue.
3. Volunteer Roadshow outside shop on Saturday mornings.(see above)
4. Talk by CS (see above)

Correspondence

1. Letter from Viridor renewing and confirming waste collection duty of care has been completed and sent back.
2. Invitation from LB to take out cover against HMRC inspections was discussed but it was agreed to reject.

Next meeting will take place on 31st July at 7.30 in shop

Meeting closed officially at 10.15pm. Thanks to A&E for the delicious biscuits.