



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 18th November 2020 via Zoom

Present: DS, PD, VM, PR, AJ, EJ and CJ

Apologies for absence: MiB and AL (Late doing end of TP)

Minutes of last meeting were approved.

Matters arising:

1. Hand sanitiser, bought from local company is now in place and working well. DS will arrange reciprocal link with supplier website and RCS, having negotiated a discount on price.
2. Two CCTV cameras have been swapped round so that those in crucial positions are now working well. Compatible new cameras have now been sourced by DS, thanks to link from Andrew Roebuck and five will be purchased at total cost of <£250.
3. Raffle prize for Rocklands FC has been sorted, thanks to AJ and appreciation received from organisation.
4. NL has been drafted by VM and is awaiting festive photos etc .
5. Chiller update. Following further information from PD and second quotation, it was confirmed that order should be placed for big replacement chiller (deposit needed). Hopefully, grant money can be used to help with payment so invoicing will be requested accordingly. PD will liaise with SS about timings so that grant requirements are not compromised.
6. Opening hours have been amended to current times in local magazines and on website.
7. Well done to EJ for finding missing box of Christmas decorations in stockroom.

Finance etc.

- (i) Bills paid apart from a couple of Medina invoices that need checking with PR.
- (ii) Large invoices from Coldlink have been received totalling <£800 and were queried but it was agreed they needed paying although price seemed steep.
- (iii) Thanks to SC for daily takings and to managers for sorting issues raised by her.
- (iv) Grant applications have been submitted and further info provided where requested...awaiting outcomes. Thanks to VM,SS and others for help.
- (v) MiB and AL doing end of TP but a significant shortfall recorded, due to stamps discrepancy....MiB hopeful it can be sorted with further investigation but has settled from petty cash.
- (vi) Productive meeting had taken place via Zoom today with 4 committee members and Stef from LB to discuss annual accounts. Various key issues had been discussed and Covid-related procedures and consequences covered. AMM date will be set for late Jan/early Feb 2021 (CJ to sort) and there was discussion about how to conduct it virtually. PR will check FCA website for details about any changes regarding quorum etc. DS will investigate best practice for Zoom for larger numbers.
- (vii) RCS Covid RA has been updated and agreed according to Harold Neale's recommendations following Lockdown 2 and further guidelines from Government.

Staffing

MR is now doing some shifts without a mentor. VM has given her a starter pack.

Other

- DS will contact MBo now that she is back from France and confirm her position.
- PD alerted about PO raids recently in Long Stratton and other local PO branches - staff are aware.

- PR explained complex Covid testing procedures should a member of staff be told to self-isolate by track and trace or if family member is told to self-isolate.
- Website information to be updated, including Volunteer agreements, committee members that are out of date and new information regarding RA and other Covid specific protocols.

Meeting closed at 8.20pm

Next Zoom meeting arranged for 2nd December 2020, time tbc