



# ROCKLANDS COMMUNITY SHOP

## Minutes of Management Committee Meeting

held on 18th December 2019 in shop at 7.30pm

**Present:** PD, CJ, VM, PR, DS + JW (wearing a very festive Christmas jumper), AJ and EJ

**Apologies for absence:** None

**Declarations of Interest:** None

**Minutes of last meeting** were approved and signed by DS.

### **Matters arising**

1. Thanks to PD for mending log store.
2. Back office printer is now inexplicably working again.
3. Mobile phone is now ready to roll....
4. No permanent solution found yet for archive boxes where they can be stored without damage.
5. No news from accountant yet so date for AMM still on hold.
6. Thanks to AJ for taking on role of Chief Barrow Boy recently.
7. Delicious mince pies were devoured voraciously - thanks to bakers who provided them!

### **Managers' Report** (from JW)

- (i) JW gave thanks to all who had covered for him recently during his time off sick (mainly EJ and PR)
- (ii) MaB is unlikely to be well enough to work in January so cover roster is being arranged in case (PD and managers with EJ and PR)
- (iii) PO log-ins are being sorted and a 2 day PO training course in Cambridge booked for beginning of January for PD, MBo and JWo.
- (iv) Customer Christmas Raffle is being drawn next week
- (v) Volunteer raffle will be drawn next week, with prize arranged according to whoever wins (Budget >£20)
- (vi) Feedback was given about customer who is in hospital. Untrue rumours about shop are spreading regarding him, so these are being squashed where possible. Parcel of his favourite goodies, + a Lottery ticket, are being taken with a card from all of us at shop.
- (vii) Daily shop takings are improving slowly. PO has been very busy indeed, as expected.
- (viii) Booker delivery tomorrow will be very big, with extra supplies of most popular items to cover for two weeks. If essentials are running short, a top-up run can be made if necessary. Milk and bread orders are being monitored carefully to make sure there will always be supplies for customers.
- (ix) Big Adnam's order coming in for Christmas and New Year
- (x) Ideas for creating more storage space and better displays were discussed briefly but will be looked at in more detail in January (eg tobacco products under counter instead of in cabinet)
- (xi) Back office clutter being sorted
- (xii) ECR training has been put on hold until staffing absence issues have been covered.

- (xiii) End of TP revealed issue with stamps but was eventually reconciled.
- (xiv) More stamps have been ordered and should be here soon, possibly with scheduled cash delivery.

### **Finance**

1. VM gave balances and confirmed that all bills have been paid. Monies will be transferred between accounts to cover wages at end of month.
2. VAT meeting being held on Friday with KO - thanks to PR for help with paperwork.
3. Sage reconciled to beginning of December.

### **Publicity**

Minutes are now up to date on website but there are one or two amendments to be made to some other information (DS to liaise with SB)  
Shop pages on Facebook, Twitter etc need to be used more - JW will find out about admin statuses.

### **Correspondence**

New bank cards have arrived. VM will contact bank about requested amendments that have not yet been implemented.

### **Events**

Carol singing outside shop will take place on Christmas Eve at 11 am. JW will publicise by posters in shop and flyers given out to all customers. CJ has advertised on Rocklands Village News and on GE Facebook page. PR will bring small disposable cups from storage for A&E's mulled punch. Several volunteers will kindly provide homemade mince pies (to be kept warm in heated cabinet). CJ will bring carol sheets. Unfortunately, our usual soloist for first verse of 'Once in royal David's city' is in hospital and both former boy choristers at meeting were not willing to come out of retirement to replace him.....CJ now on a mission to find a treble voice.

**Next meeting** will take place on 8th January 2020, (postponed from 1st) at 7.30 in shop. Following meetings will be fortnightly from 15th.

**Meeting closed** officially at 8.45pm