



ROCKLANDS COMMUNITY SHOP

Minutes of Management Committee Meeting

held on 21st August 2019 in shop at 7.30pm (scheduled meeting for 14th postponed due to insufficient availability of committee)

Present: PR, DS, VM, PD + AJ, EJ, and JW

Apologies for absence: CJ and SC

Declarations of Interest: None

Minutes of last meeting will be approved next week.

Matters arising Huge thanks to PD, SD, Marion and Josh for the volunteer party and to EJ for covering the PO when there was an unavoidable lack of manager.

Managers' Report presented by JW.

See official report.

In addition:

Chiller is working finally, after 'gubbins' froze. Discussed what we should do in the event that something major goes wrong again.

LED lights (VM to check that RS does not have any), otherwise DS to go ahead and sort the new tubes, he has a good price for the 10 fittings that need replacing, plus potentially ones in the chillers. This will not only save energy (and money) but also lower heat output.

Volunteers, well done on passing the lottery check, but we must always be vigilant. CJ to put out in Shop Notes. Lottery to send us a 'Refusals Book' which we should also utilise for cigarettes and alcohol.

Paula was presented with gifts from committee members and volunteers and managers and wished good luck in future adventures and many thanks for her help.

Wrt back office/till looking forward to smooth stocktake on the 31st and 1st And one or number of committee to attend management meeting next week, probably Thursday, but to be confirmed.

And great news on a virtually zero trading period end. Well done all.

Finance

See official report. In addition:

Talk on the cost prices being entered onto EPOS, as this will make a much easier calculation of value of stock.

VM agreed to ask NA about annual leave entitlement.

Agreed to do another volunteer push outside the shop Saturday the 14th September, 930am.

Repeated request for declaration for change of signatories on bank, despite having been posted a month ago, this is taking forever. VM to chase.

End of Year Planning

Stocktake-Sunday

Pricing value of stock

Audited by LB

If we managed to get everything done, including all sage uptodate, and VAT, then we can hopefully get the files and data to LB earlier, and plan for earlier AMM.

Events

Something in pipeline organised by staff. Need end of year to be completed first.

Correspondence

None

Next meeting will take place on 28th August at 7.30 in shop

Meeting closed officially at 9.05pm. But carried on nattering. Thanks to A&E for the delicious biscuits.