



# ROCKLANDS COMMUNITY SHOP

## MINUTES OF MEETING

held on 24th March 2021 at 7.30pm via Zoom

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

Apologies for absence: None

Minutes of last meeting were approved.

Matters arising:

1. Job vacancy has been advertised more widely and deadline extended to April 15th as little response so far. Pay has been increased in line with national figures.
2. Requirements for modifications to chiller are being sorted by MiB, who will report back to PD.
3. New card machine has been installed and is working well but all staff will require training about operation and access code needs to be easily available for all using machine.
4. VM and Ds confirmed what needs to be done about new email address for Accounts that is easily accessible and will filter invoices to correct recipient.
5. There was discussion about details of using shop for Rocklander magazine account and MBo confirmed it would involve just one bill (for printing) to be paid out each month.
6. ARG grant of £2001 has been received to help with Covid-related expenses.

Finance

1. Bills paid, including large invoices.
2. AR 30 has been accepted by FCA - thanks to PR for completing it on time.
3. Applications for share withdrawals amounting to a total of £2250 have been received with ~1 week to closing date
4. PD has been working on reducing or preferably avoiding bank charges and has investigated setting up an online account with Nationwide Building Society to keep as deposit account. It was agreed to go ahead, with VM as named person and with 35 day notice at 0.20% variable rate.
5. Finalised accounts have been received from LB by PR who will distribute e-copies to all.

Other

1. Zoom contract has been extended for 3 months at half price.
2. Gazebo cover ripped badly in gales but MBo, with her Gazebo Cleaning hat on has pressure washed it, restoring it to a glorious blue hue and is taking it to a sailmaker who can mend it so it lives to shelter customers from the elements for a further period.
3. MBo has also drafted a business Risk assessment which has been circulated for comment.
4. MBo has been knocked out by Google but medical assistance not required. She may need some TLC to calm shattered nerves though until all data is restored.
5. PD will remind managers about providing a report for committee meetings if no manager can attend.
6. PD will check current staffing hours as takings are down until customers are used to longer opening hours.

Next meeting scheduled for 7th April via Zoom

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Meeting ended at 20.31