



# ROCKLANDS COMMUNITY SHOP

## Minutes of Management Committee Meeting

held on 26th February 2020 in shop at 7.30pm

**Present:** MBo, PD(from 8.27) CJ, VM (until 9.20), PR, DS + AJ & EJ , Trish East (TE), Jez Jones (JJ), Janet Kirby(JK) and Gella(GL) and Mick(ML) Ladner who had all kindly came to offer help and support following the AMM.

**Apologies for absence:** None, apart from apologies for late arrival from PD

**Declarations of Interest:** None

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

### **Matters arising**

1. Fruit and veg chiller. PD has ascertained that price of new compressor (~£600) is correct. After discussion, it was agreed to keep status quo for time being. AJ confirmed that old F&V shelf unit is still available, although mirror at top is cracked.
2. Change of locks is being progressed, although missing set of keys has turned up, as it is considered good practice after 5+ years.
3. Police have visited to follow up card machine fraud and have taken away the evidence. Crime number has been given. CJ will act as contact person with PC Wicks and will pass on any developments.
4. Emergency mobile phone is still being investigated by DS. Suggestion from GL that a sign is displayed saying that card transactions over £50 would require separate ID was considered excellent and will be actioned.
5. MBo has investigated BT contract and discovered that BT had made an error and we should be on unlimited landline calls and data. Admin. status for the account needs to be updated.
6. Message from Bishop Graham has been scanned and will be put on website.

### **Committee Roles and Responsibilities**

After explanations and discussions about various roles, which proved to be very complex, it was agreed that all 'jobs' done by current committee would be listed individually so that various tasks can be shared out more equally and possibly done by volunteers. A role review date was set for June 30th after the list is completed.

It was agreed that main offices on committee should be rotated when possible so that there could be some succession planning and no complete reliance on any one person. It was acknowledged that circumstances have led to some committee members taking on far too much and that this would be addressed with urgency.

Bearing that in mind, the following were elected unanimously:

Chair: DS (prop. PR sec. CJ)

Company Secretary: PR (prop. DS sec. MBo)

Treasurer: VM (prop. DS sec. PR) with stipulation that this was final year

Vice chair: PD (prop. VM sec. CJ)

Membership and Minutes Secretary: CJ (prop. DS sec. MBo)

New role of Marketing Manager was given to MBo.

There was no written **Managers' Report** but an email from MiB had explained that recent anomalies in End of TP reports had been partially resolved.

## **Finance**

1. Bank balances given by VM. There have been transfers between accounts as necessary.
2. Bills paid and Sage completely updated (thanks to VM, PR and SC)
3. Wages will be paid on Friday.
4. Daily takings sheets have been OK, but still some EPOS gremlins that need sorting. Discrepancies from December, when two Z reports were run together for an unknown reason are still being investigated
5. Looking to future, a discussion is needed about how many paid staff hours are actually necessary, now that we have more PO trained volunteers who can help out. Financial cuts must be made for the shop's sustainability. Current staff will be asked about their wishes and availability before any possible new appointments.
6. VM will email Stef at LB with feedback requested following AMM.

## **AMM feedback**

AMM had taken place on Friday 21st February at 7pm in St Peter's Church, with a record turnout of 50 members. One new member had signed up on the night.

Issues raised during members' questions were discussed in detail particularly the question of improving advertising and publicity. Offers of help have been gratefully accepted; finer details will be sorted out. It was agreed that with the threat of competition from a supermarket planned for GE, we need to concentrate on improving the profile of what we do well, including offering good local produce with low food miles and low carbon footprint. Promotional ideas are coming in, including a monthly draw suggested by SC with a prize kindly donated by her.

PR confirmed that wastage is not increasing and is actually minimal at ~ 0.3%. The way it is recorded on EPOS means what had gone un-noticed previously, is now showing on Daily Takings sheet, but it is not a major concern. It was agreed that stock about to go out of date should be advertised on social media so that anybody interested could buy it at a reduced price and it isn't thrown away.

Stock and its positioning is an operational matter and will be referred to managers who make those decisions.

Various walking, cycling and dog walking groups will be encouraged to use the cafe.  
*(Pause for delicious gooey chocolatey fruity confection in honour of PD's Valentine's Day birthday was provided by PR and much enjoyed by all.)*

Website has been updated with all latest minutes by SB and ideas were discussed about how it could be further improved (JK expressed an interest and has many ideas.)

Offers of help from various people, including JJ who explained his particular strengths and experience which will be useful in staff appraisals. TE has been invaluable in helping with stock control in shop, which is a very useful role as we move forward. JK has offered to help managers with end of TP administration, which is also very useful. GL offered to run EPOS sales reports for examination - will ask MiB for password access.

## **VE DAY celebrations in Rocklands**

A village committee has been formed to discuss VE Day celebrations on weekend of May 9/10. Unfortunately, no shop committee member or manager has been able to attend the meetings already held but VM kindly offered to go to the next one on 15th March in White Hart at 4pm (PD will attend if she is working.) Shop will provide a team and a raffle prize for fundraising Quiz on March 21st and will help in any way it can.

## **Correspondence**

It was agreed to renew membership of Plunketts as this is cost effective as well as being very useful.

**Confidential item** discussed in detail and recorded separately.

**Next meeting** will take place on 11th March 2020 at 7.30 in shop

**Meeting closed** officially at 10.40 pm.