



## **Minutes of Management Committee Meeting**

held on Wednesday 26th September 2018 at 7.30 pm in Rocklands School

**Present:** Philip Dingle (PD), Alan (AJ) and Elaine Johnson(EJ) Cath Jones(CJ), Victoria McArthur(VM), Pete Rushton(PR) Dave Seaton(DS)and + Marion Baker (MaB), Michelle Barron (MiB), John Borrill (JB), Mick (ML)and Gella Ladner(AL), John Rose (JR), Paula Smythe (PS) and Joe Thomas (JT)

**Apologies for absence:** Natalie Albrow(NA), Shirley Colenutt(SC), and Roger Steel (RS)

**Declarations of Interest:** None.

**Minutes of last meeting** were read and signed as correct by VM, who chaired the meeting .

PR read a letter just received from Roger Steel tendering his resignation as chair, with immediate effect. PR gave a moving tribute to Roger, outlining all he has contributed since June 2013 when the idea of a community shop was first mooted and all agreed that without Roger, Rocklands would not have a shop and Post Office today. Those present concurred with PR's statements and fully appreciated RS's need to finally relinquish his role after 5+ years, given the increasingly excessive demands placed upon him.

MaB raised issue of title of Postmaster if RS is no longer chair and committee will need to liaise with POL about how to proceed with legalities and protocol.

### **Matters arising:**

1. Starting date for new opening hours had been agreed as October 1st 2018. An amendment to times had been agreed by 4 committee members at an emergency meeting on 22.09.18 as follows:

Weekdays: 8.00- 5.30

Saturdays: 8.00 - 4.30

Sundays: 9.00 - 1.00

A flyer with this information (and an advert for Macmillan Coffee Morning) has been delivered to Rocklands and is being given to all customers in shop. Thanks to DS for printing and to AJ, EJ, Jake McArthur, Sharon and John Brown and Glen Hutton for delivering at short notice.

Notice has also been put in Rocklander and advert on back page altered, hopefully in time for October issue.

2. Childproof lock broke within 24 hours so a stronger one will be sought. (Action: ML)
3. A/C unit has been mended by Coldlink.

## **Finance**

Sage entries are up to date and reconciled and bills and wages paid.

BL report due in tomorrow and is in hand. Thanks to VM for all the work that goes into fulfilling this essential paperwork.

Meeting between VM and KO being arranged imminently. GL is considering taking on Sage work so will also meet with KO.

## **Staffing**

There was a full and frank discussion about staffing issues that had arisen recently.

MiB explained that following discussions with RS, Josh White had been offered 40 hours a week to cover maternity leave and will start on Monday 1st October. MiB will stay as long as needed to help with training, aided by JB (who kindly offered to do shifts of up to 3hours) and EJ as well as other managers. Grateful thanks to all were given for this. The managers will meet shortly, with PD, to plan a strategy for covering hours over next few weeks/months. Other applications have been received and clarification will be sought from RS about the current situation regarding these. Delay in POL procedures enabling 'log in' at PO were discussed and ways of expediting this will be explored. (NA may be able to help with this, or at least give pointers in right direction.)

## **Report from John Rose**

JR outlined the history of his conversations with RS over the last few months and explained that we all now need to be looking forward to the future and not dwelling on events from the past.

He has been giving the situation a lot of thought and raised several issues to be thinking about in order to move the business on. These included:

1. Having less people (2?) doing Post Office so that discrepancies can be more easily followed up
2. One Senior Manager to be responsible for entire running of shop, completely separate from PO side, who would liaise closely with committee and attend every committee meeting to report back first hand.
3. Ways of preventing 'burn out' in committee members, many of whom are juggling jobs, homes and families as well as being totally committed to the shop.

eg Sage book-keeping could possibly be taken on by someone else.

Cash and Carry deliveries (or lack of them) are an ongoing problem and a solution is hard to see unless we can find a company who will deliver regularly.

There was some discussion about various roles within shop and a lack of clear division between roles of managers and committee, leading on to

## **Report from PD**

PD suggested that he conduct a Skills Audit with all staff and committee members, so that we are all aware of what everybody does, also strengths and weaknesses and preferences.

The shop staff have a good working relationship which needs to be built on.

This was agreed. PD will send out a questionnaire to all concerned.

### **Input from floor**

As promised, AL has done another check of stock in alcohol section and found there are many variances even shortly after EOY stocktake. PR will give her a copy of stocktake sheets so she can get accurate figures from 27/08/18 to work from.

### **AOB**

VM proposed a HUGE vote of thanks to everybody for their concern and input and she in turn was thanked for chairing the meeting so efficiently with no notice or time for preparation.

**Date and venue for next meeting:** 7.30pm on October 10th 2018 in shop.

**Meeting closed** officially at 9.07pm

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