



# ROCKLANDS COMMUNITY SHOP

## MINUTES OF MEETING

held on 27th January 2022 via Zoom at 7.30pm

**Present:** Phil Dingle\* (PD), Cath Jones\*(CJ), Victoria McArthur \*(VM), David McNeil \*(DM) and David Seaton\* (DS) + Kimberley Owen (KOW) from 8.00pm  
(\* committee member)

**Apologies for absence:** Maureen Bound\* (MBo) Alan Johnson(AJ), Elaine Johnson(EJ), Jane Stubbs (JS) and + Paul Monk (PM)

**Minutes of last meeting** were agreed as a correct record.

There were no **declarations of interest**

### **Matters arising:**

1. Shop refurbishment could start on 15th February (if managers agree). Shop will be closed for up to 3 days for counter area work but can remain open during café refit. Electrician needed for disconnection and re-connection of EPOS, PO etc. (DM to speak to Steve Southcott about availability.) Remedial work afterwards in cafe area may be needed but details won't be known until old fixtures removed. PD will liaise with AJ. Stock will need to be moved beforehand - more details later.
2. Cabling for new security cameras will need to be done by specialists but can be done after refurbishment without problem. DS will organise and PD will find out about possible access routes.
3. Managers' contracts (signed) held by PD and will be passed to DM.
4. Hethersett Community Group cancelled new date and no new appointment made yet.
5. Wastage protocols - no update
6. Treasurer vacancy - no further progress although contact has been made with possible candidate.

### **Managers' Report** (See report from JS)

1. PB has finished and will be thanked for her input.
2. New hours causing concern due to lack of volunteers, drop in footfall, increased wastage of fresh produce. Managers will look at ordering levels and monitor situation.
3. Volunteer training discussed. While only 40 hours of trained manager cover is available, training of volunteers may need to be assisted by committee members and experienced volunteers, (although remaining responsibility of managers) until new managers are fully operational.
4. Suppliers. a) JS and VM had met with Rosie Barnard and a new agreement drawn up to buy own stock, sell reduce and waste (ie no more sale or return.) Orders will go in on Monday with delivery on Thursday with opportunity to freeze if necessary (labels provided). Barnards have agreed to dispose of any wastage but it is hoped this will not be necessary.

b)Bookers are now charging £34.95 per delivery to all customers regardless of size of order. It is hoped we can negotiate a lower minimum order to compensate.

### **Staffing**

1. Two good applicants were interviewed and appointed last week. Lottie McIlwhan will start on Tuesday 1st Feb and Fay Manning on Wednesday 2nd. Both are completing PO paperwork and will start online PO training immediately. PD has requested PO training in Cambridge. Thanks to PD, JS and PM for conducting interviews.
2. JS will be asked to circulate staff rosters to all committee when she finalises them for information.
3. Kimberley Owen was introduced and welcomed on board. It was good to meet her 'in person' and see a face to the name! Her training with KOv is ongoing but progressing.

### **Finance** (see report)

1. Thanks to VM for trawling through lots of different sources to get all information for Lovewell Blake to complete audit (no mean task!) Thanks to Gella Ladner for her help extrapolating necessary figures from EPOS Back Office. Handwritten stock sheets from stocktake missing.....but most last minute crises have been addressed and meeting with Stef will be arranged in next couple of weeks.
2. Lack of regular monthly management accounts was highlighted again. It is hoped that new book-keeper, KOw will be able to do this when she is familiar with systems, and also possibly Lottie McIlwhan who is an EPOS expert.

### **Grants and bids**

Thanks to SS...

Omicron ARG Grant has been awarded and will go directly into bank account

### **Correspondence**

Resignation from MBo received today for personal reasons. Many thanks and much gratitude were expressed for the invaluable help and support Maureen has given both on committee and as a relief manager.

### **AOB**

- AMM confirmed for 25th February at 7pm via Zoom with arrangements as last year .

**Next meeting** arranged for Wednesday 9th February at 7.30 to discuss details of AMM and outstanding issues.

**Meeting closed** at 8.47pm