



ROCKLANDS COMMUNITY SHOP

Minutes of Management Committee Meeting

held on 29th January 2020 in shop at 7.30pm

Present: PD (from 7.55), CJ, VM, PR, DS + AJ & EJ

Apologies for absence: None

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Matters arising

Thanks to AJ for continuing to do an excellent job with Fruit and Veg and to EJ who is currently acting as chauffeur while AJ has podiatric problems.

Managers' Report

1. Suggestion that Managers write and send out Shop Notes each week was discussed and appreciation expressed for the thought but, at the moment, it was felt that a) CJ is happy to carry on and needs something to keep her off streets and b) managers have enough to do at moment, being so short-staffed. This can be looked at again when things have settled down once more.
2. Surplus stock of Carlton Blue cigarettes can be returned by PR to wholesaler as long as a copy of the relevant invoice is available and they are in sealed outers.
3. Thanks to Paula Smythe, who has agreed to come in on a temporary basis as manager to cover staff sickness (MaB and JW). She has completed necessary PO tests and did first shift this afternoon. The situation will be looked at in long term as situation develops and more is known.
4. It was confirmed that stamps sold at shop till need to be bought from PO, not obtained from Booker.
5. Significant discrepancy at last end of TP in PO has been partly resolved with some rebates from POL. It was agreed that reimbursement would be made immediately of full amount, with credits recorded so that there is a clear paper trail for accountants. MiB and NA with help from EJ have been investigating causes and have found some possible reasons for discrepancy, but need more detailed paperwork in order to explain properly. Future discrepancies need to be settled to account, not cash, due to problems with amount of cash that can be withdrawn daily on bank card.
6. Replacement Shop bank card will be given to managers with new protocol for provision of essential paperwork to accompany all transactions. (Action: VM/PR)
7. New paying-in books have no barcode, so managers are to proceed with current system of scanning a barcode kept in drawer, until new books can be procured.

8. Customer wifi in shop appears to have stopped working. After much experimentation and playing on phones, it was established that 'freeshop wifi' seems to work but not 'freecafewifi'.
9. Printer in back office is apparently not working again....managers advised to send any colour printing to DS or PR for time being, until cause of breakdown is investigated properly. Running costs of any new printer need to be considered carefully as well as purchase price.
10. Incident in shop on January 22nd involving credit card scam was discussed and recorded separately.

Finance

1. Bank balances given
2. Bills and PAYE/NIC have been paid and payment of salaries is in hand.
3. Sage reconciliation is ongoing.
4. Meeting with LB to discuss annual accounts for year 2018/9 is taking place on Friday 31st January at 10.30 (attended by DS, PD, VM and PR) in preparation for AMM to be held on 21st February in St Peter's Church (CJ to book) at 7pm. As this does not allow time for another meeting to be convened before end of February, it is essential that we work hard to get a quorum on 21st. Usual advertising (notice in shop, letters to all members etc) will be done by CJ as soon as venue is confirmed. Possible likely new committee members were discussed for succession planning. PR will confirm if any of current committee need to step down and stand again for election.
5. Share withdrawal forms have been received by CJ from 2 members. Deadline is March 31st for any others.
6. Bank signatory changes have still not been possible, due to admin problems and high security levels from bank. VM is now contacting all original founder committee members to see if they can provide the necessary signatures to allow current signatories to complete the necessary paperwork.

Correspondence

Letter from POL with new scales of commission and remuneration has been received.

Confidential item discussed in detail and recorded separately.

Next meeting will take place on 12th February at 7.30 in shop

Meeting closed officially at 10.03pm. Thanks to PR for having a birthday recently and to EJ and VM who brought in delicious cakes and bubbly to help the celebrations!