



ROCKLANDS COMMUNITY SHOP

Minutes of Management Committee Meeting

held on 31st July 2019 in shop at 7.30pm

Present: PD, CJ, VM, (from 9.10) PR, DS + AJ, EJ, and JW

Apologies for absence: None (except VM's notice of late arrival)

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Matters arising

1. DS will pass on PIN code to JW for mobile phone
2. Outside wooden storage box still not mended but is in hand
3. LED light bulb information will be passed from JW to DS (in secret exchange with item 1!!)
4. First Playing Field order has gone through with no problems.

Managers' Report was presented by JW.

1. Volunteers

There has been the usual problem getting some shifts filled now school holidays are started. Some younger volunteers are poised to get trained up. VM, PD and CJ sat outside shop for few hours on Saturday 20th July on a Volunteer Recruitment Drive and had positive response from most customers passing by. Exercise will be repeated ~ every 4 weeks.

JW confirmed that Volunteer starting pack was with MiB and ready for action when new volunteers come forward.

JW commented that having a double volunteer on duty on Thursday/Friday to get Booker delivery sorted was immensely helpful. Special mention was made of Friday's Dream Team of Margaret and Trish.

2. Retail Sales and Wholesale Suppliers

- (i) MiB has sorted a new card supplier and large order has been placed. These will not be SOR but should sell quickly and have huge profit margin.
- (ii) Christmas stock from Shirefoods has escalated dramatically in cost price so managers are looking carefully at orders, in order to minimise wastage. Alternative sources will be looked at.
- (iii) Following a change in location of bread in shop, there have been several major re-shuffles throughout. Some re-arranged shelving units will need adjusting according to floor levels but all seems to be an improvement so far.
- (iv) One of volunteers has acquired a secondhand fruit and veg chiller at no cost. This has been spruced up, delivered and installed, with great perseverance and difficulty by a team of four on Sunday 21st. Darren, from Coldlink, will come to service it (Friday 2nd?) and give it a PAT certificate, but a test drive indicates it will do the job perfectly! Many thanks to Gang of Four who gave up several hours on a Sunday afternoon getting it into the shop!!

3. Back Office/Till

JW confirmed that all is working well, with automatic updates of stock levels and price adjustments to RRP functioning as they should. Final switch to new stock file, working with Booker updates etc is now scheduled to go live with the stock take. New procedures book, along with a full shelving planogram for the shop & detailed instructions on essential functions will be available by mid-August at the very latest, so that everyone has a couple of weeks to get up to speed.

All staff will be offered training by ECR so that all are fully conversant with new system. Times and dates being looked at so that NA can also be included after she returns from Maternity Leave.

Staffing

VM has now had a formal letter from NA stating that she expects to return to work on 14th August, working reduced hours. Annual Leave due to her during her Maternity Leave was discussed and NA will be offered payment in lieu, if she wants it. Managers have met with PD and discussed new shift patterns and responsibilities after August 14th. JW confirmed all shifts will be covered in foreseeable future, even with imminent staff holidays. NA will have time to adjust to changes since last November and will not be left alone until she feels she is fully up to speed and confident.

As a result, PS' final leaving date will be confirmed by DS shortly, after consultation.

A written definition of individual roles and expectations, including arrangements for cover for AL or sickness, will be sorted by PD and managers.

Finance (see report)

Balances given by VM.

PO bill has been settled and some compensation received already.

Wages have been paid, using two accounts. August payroll will be run early as KO on holiday so MiB has been asked to provide expected hours.

Grants, Events, Publicity etc (see report)

BL EOY submission has been sent. Meeting with rep. not yet confirmed.

Chris Sharpe's talk at Chapel Green on Sunday 28th was well-attended and very informative and interesting.

Volunteer BBQ has been confirmed as from 5pm at Bowers farm on 17th August. Thanks to Dingles for hosting and MaB for organising food etc. Volunteers have been told in Shop Notes and invitations are in hand.

NL being compiled to be sent out shortly. (MiB and VM)

Correspondence

Bank forms completed for change of signatories

AOB

Strange ticking noise from electricity meter cupboard following storms had been investigated. Scottish Power at first denied any responsibility but following lengthy conversations with PR and further investigation by EJ, it has been confirmed that the meter appears to be faulty and will be changed, hopefully on August 15th. SP have said we should not be liable for any costs caused by inaccurate meter.

Next meeting will take place on 14th August at 7.30 in shop

Meeting closed officially at 9.58pm. News of PR finally getting his parents' affairs sorted in Manchester, after 6 years of travelling back and forth regularly, was celebrated by a delicious tarte au citron made by VM and some bubbly!