



ROCKLANDS COMMUNITY SHOP

Minutes of Management Committee Meeting

held on 3rd July 2019 in shop at 7.30pm

Present: CJ, PR, DS + AJ, EJ, and JW

Apologies for absence: PD, VM and SC

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Matters arising were covered elsewhere on agenda.

Managers' Report was presented by JW.

1. Volunteers

There has been a slight but steady improvement in volunteer participation over the last 2 weeks, but situation remains much the same. The letter in the Rocklander and Pump has been published and will hopefully bring in results. New volunteer is working well and covering several shifts and is enlisting her husband too. Younger volunteers are also being asked to help out in school holidays and at weekends. Last shift seems to be hard to cover and there have had to be a few last minute covers.

2. Retail Sales and Wholesale Suppliers

(i) Bookers deliveries are great, and have enabled some different products entirely to be stocked (ready meals, different beers etc) that we weren't able to before, due to limited order sizes.

Managers are still managing to hit the minimum order without much trouble, and with the new chillers this should continue to be the case for the foreseeable future.

(ii) Discussion followed about two new Coca Cola chillers (1 large double door to have our larger range of drinks +1 narrow 'impulse' fridge) being delivered on Monday 8th July between 8.00 and 5.00. The chillers are on an 18-month contract at nil cost to the shop provided the terms of the contract are adhered to; the rep will visit once every 3 months to check. Minor changes to current stocked products will need to be made but increased profit margins will more than compensate and most will be replaced by similar goods. The planogram drawn up by JW was examined and showed that this is 100% compliant and does not lose any drinks that actually sell in the shop.

(iii) There was an on-site look at how and where things have / will be changed round to accommodate new equipment and A&E's professional advice was invaluable.

(iv) Old drinks chiller will be retained and will store chilled alcohol (stored separately) as well as other drinks. JW was thanked for getting this sorted.

3. Back Office/Till

(i) Back office still running smoothly, the new stock file is operational on a separate site currently, waiting on feedback from Bookers to see if we can automate some of the barcode and price changes without fully integrating their stock list. Possibly imminent?

(ii) End of day reports had one 'human error' issue recently but JW was able to provide SC with the figures she needed to match up the takings' sheets on the affected days, so no harm done.

4. Maintenance

- Large chiller issues seem to have subsided; it is staying at around 3 degrees now. (JW unsure if engineer had been in to adjust or not.)
- Bulb in old drinks chiller needs replacing (Action: JW)
- Sign at corner of The Street/B1077 has been cleaned and repaired by AJ and is looking very smart...many thanks!
- A&E will do some concreting work outside back door to ease movement of trolleys and ensure adequate emergency exit pathways.

Staffing

1. Next Managers' meeting is scheduled for 9th July at 9 am. Venue to be confirmed by DS.
2. DS will arrange meeting with NA regarding her return to work following Maternity Leave as soon as VM returns from her holiday. Contracts for staff on temporary contracts can then be sorted.

Finance

1. PR has covered Treasurer duties in absence of VM and was thanked. Sage is reconciled up to date. Trade is beginning to pick up but is still not enough to make a profit.
2. Confirmation of method of recording certain sales on EPOS was agreed.
3. Accounts for village organisations (eg: school, VH, Playing Fields) will be done through EPOS in future, rather than a book under counter. (Action: JW)
4. PR will ask accountants if it will be permissible to do official EOY stocktake on Sunday 1st September, in order to cause least inconvenience to all concerned.

Events

1. RCS representatives are hoping to attend all forthcoming village events (eg Flower Festival, school fete, Cricket Club event) to promote volunteering.
2. Date for volunteer 'party' tbc

Correspondence

1. Letter from Viridor renewing and confirming waste collection duty of care.
2. Invitation to Plunkett event in Bristol will not be taken up.
3. Forms for change of signatories at Bank have finally been returned by bank and will be completed as necessary.

Next meeting will take place on 17th July at 7.30 in shop

Meeting closed officially at 9.14pm. Thanks to A&E for the delicious biscuits.