



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 9th February 2022 at 7.30pm in shop

Present: Cath Jones*(CJ), Victoria McArthur *(VM), David McNeil *(DM) and David Seaton* (DS) +Tim Ford (TF)

(* committee member)

Apologies for absence: Phil Dingle* (PD), Alan Johnson(AJ), Elaine Johnson(EJ), Jane Stubbs (JS) and + Paul Monk (PM)

Minutes of last meeting were agreed and signed as a correct record.

There were no **declarations of interest**

Matters arising:

1. Shop refurbishment booked to start on March 1st. Shelves need to be emptied from 1pm on Feb 28th (volunteers needed.) CJ to liaise with managers about possibly having papers/milk outside from 8.00-10.00, possibly manned by new managers?
2. No further update on cabling for new security cameras
3. Hethersett Community Group visit arranged for Sunday 13th (PD to meet)
4. Wastage protocols - no update on general protocols. New system for meat has started and some wastage incurred, which is being monitored. Freezer labels will be investigated.

Managers' Report (See report from JS)

1. Bookers now charging for delivery but still require £1,000 minimum order weekly. Possible options were discussed.
2. Fay and Lottie completed basic PO training today in Cambridge.
3. Volunteer slots still vacant most days

Finance

- VM explained issues with bank cards and changes in regulations requiring a security code being sent to each person ordering. Current cards are in committee members' names but need to be changed to managers, or, preferably, a generic one issued to 'Purchasing'. VM expressed frustration at long phone calls waiting to be connected to a live person at bank each time, but will try to get it sorted. DM still has not received card ordered for him several weeks ago, so all processes are very slow.
- Book-keeper is progressing satisfactorily and hours are being monitored.
- Insurance renewal being sorted by PD and PR

AMM Preparations

- Virtual meeting with LB arranged on 16th February at 1 pm.
- Membership paperwork for AMM is being updated and invitations will go out by Friday with poster displayed in shop. About 20+ will be hand delivered or sent by post and rest via email
- DS and VM will liaise about reports
- Venue confirmed as RSP church at 7pm. Preparations in church discussed. CJ to confirm with John Brown at St Peter's ; DS will get projector from Roger Steel. Hand sanitiser will be provided.

Committee membership

With committee now down to four, it is essential that more members are enrolled as soon as possible. Recruitment campaign has been launched with Facebook advert and individual contact with various people. One person has requested nomination form already. TF was thanked for coming and an explanation of the expected role of a committee member given. He will give his decision about whether or not he will be willing to join committee soon. Other possible candidates are being met tomorrow by CJ. Others, approached by VM, have sadly declined.

DM has kindly agreed to continue constitutional role as Company Secretary but will not be a committee member. Possible candidates for role of treasurer were discussed at length.

AOB

None

Next meeting arranged for Wednesday 23rd February at 7.30 to discuss details of AMM and outstanding issues.

Meeting closed at 8.52pm