



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 9th March 2022 at 7.30pm in shop

Present: Phil Dingle* (PD), Tim Ford* (TF), Cath Jones*(CJ), Victoria McArthur *(VM) from 8.10, David McNeil *(DM), Christina Mason* (CM) and David Seaton* (DS) + Jane Stubbs (JS)
(* committee member)

Apologies for absence: Ian Harrison*(IH) Alan Johnson(AJ) and Elaine Johnson(EJ),

Minutes of last two meetings were agreed and signed as a correct record. Draft minutes of AMM were approved and will be signed off as usual at next AMM in 2023.

There were no **declarations of interest**

Welcome by DS to new members of committee

Matters arising (not covered elsewhere on agenda):

1. Following point raised at AMM and by some customers about ethical standards including cruelty to animals at a farm used to supply milk used by Freshways Dairy that was highlighted in a recent Panorama programme on BBC1, there was discussion and it was agreed that a letter would be written to Easters (who supply our milk) asking that they put pressure on Freshways to stop using that farm as a milk source. (Action: CJ)
2. Security cameras. There was considerable discussion about technical details of fitting new security cameras. Basic requirements were agreed (6 cameras, including one waterproof camera for outside + cloud storage) and TF will make further enquiries about suitable systems and costs. Decision at next meeting.

Managers' Report (See report from JS)

1. New staff are settling in well and JS pleased to report it is a happy and enthusiastic team who work well together. Fay and Lottie have different skill sets and experience but complement each other well. Both are progressing well in their training, including in PO where they both have their own IDs now, and will now begin to work solo opening and closing the shop with volunteers, gradually increasing the shifts as they gain experience and are confident to do so. It is hoped that shop hours can be extended before too long but important that it is not rushed.
2. Shop re-fit took place as planned w/c 1st March and was completed in time to re-open on Saturday 5th, with just some 'making good' to be completed in café area. Many thanks to team who worked so hard, especially to JS who spent hours and hours in shop all week and apologies to her family who had to look after themselves more than usual! Feedback from customers, staff and volunteers has been largely positive but it was agreed that the screens behind main counter WOULD be re-instated after all as many had expressed concern about ongoing risk of infection. Some shelving needs to be swapped over in alcove area, then PD will sell surplus units that are currently stored in back alleyway (although fire escape route is still there).
3. Thanks to PD for providing two comfy chairs and small table in café area.
4. Engineer pending to complete changes to alarm system, that have already been paid for.
5. Thanks to Josh Bates who mended water boiler at very short notice on Monday - it is now sparkling and working well without leaks.

6. Significant wastage has been noted on Barnards meat products so order has been reduced. JS will discuss possibility of freezing meat with Rosie again. Some meat will be ordered from Booker as well to bridge gap for customers who cannot afford premium local meat prices.
7. One of regular older customers, Daphne Blackburn, sadly died at weekend but her family has asked that donations in her memory are made to RCS.
8. JS reported that she is still chasing credits from POL from TP09 and 10, but is on the case.

Finance (see report from VM)

- Balances in all accounts given by VM
- Bills and wages paid, with some teething issues regarding HMRC being sorted.
- VAT meeting with KO is imminent, with update on progress in Sage input by new book-keeper after that.
- Thanks to Shirley Colenutt for taking back Daily Takings sheets
- Audit completion documents completed and signed (DS to scan and return to LB)
- Share withdrawal application form and rubric was reviewed and agreed (DS to amend paperwork and return to CJ so that shareholders wishing to withdraw their holdings can do so if they wash before window closes on 31st March)
- AR will be completed by DM
- VM had distributed a pro forma for responsibilities for things to do prior to AMM. All were given a copy and responsibilities will be agreed at next meeting.
- Feedback required on grant that went towards shop re-furb. Some ideas were discussed, PD will complete the figures and it will be returned to Sue Steel (SS) to report back to Norfolk Social Infrastructure Fund monitoring officer. Mick Ladner will provide relevant 'before and after' photos.
- VM will liaise with SS about another grant that we had put on hold until March

Election of Officers

All officers were elected unanimously, as follows:

Chair: DS (Prop: CJ Sec: TF) who agreed to keep position for up to 6 months only

Vice-chair: PD (Prop: DS Sec: VM)

Company Secretary: DM (who has opted not to be a committee member but will continue to fulfil Co.Sec role until a suitable replacement can be found)

Treasurer: VM (Prop: PD sec: CJ) also with time constraint of 6 months

Minutes and Membership Secretary: CJ (Prop: VM Sec: DS)

New committee members will be allowed to settle in before allocating specific roles.

AOB

- Plunketts have brokered a deal on behalf of all community shop members with Bookers agreeing to £750 minimum weekly order (instead of £1k) which we have signed up to.
- It was agreed unanimously that we would renew membership of Plunketts (Action: VM)
- TF asked about status of PAT in shop. It was agreed to ask Al Bainbridge and IH for advice.
- PD is organising a Press release
- Signage for outside shop discussed (DS to investigate)

Next meeting arranged for Wednesday 13th April at 7.30 in shop

Meeting closed at 9.25pm