



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 9th December 2021 via Zoom2021 2021 at 7.30pm

Present: Maureen Bound* (MBo) Phil Dingle* (PD), Cath Jones*(CJ), Victoria McArthur *(VM), David McNeil *(DM) and David Seaton* (DS) + Jane Stubbs (JS), Paul Monk (PM) and Emma Eadle(EE)until 8.10.

(* committee member)

Apologies for absence: Alan Johnson(AJ)and Elaine Johnson(EJ)

Minutes of last meeting were agreed.

There were no **declarations of interest**

Matters arising:

1. Teething problems following visit from engineer are largely sorted, but link between laptop and EPOS is still not working. EE will speak to ECR again to sort and also push for promised training sessions.
2. 15 new aprons have been supplied to shop.
3. Volunteer Christmas event: Thanks to JS for organising an event at White Hart for volunteers on December 8th which was very successful.
4. Shed is on hold until 2022.
5. Person who was poised to take over as Treasurer has now decided to move back to Lincs, so position still vacant. DS will speak to another villager who may be interested.

Managers' Report (See report from JS)

1. Resignations received from EE and PB in last couple of weeks mean that staffing situation is rapidly changing again from December 20th. Thanks to JS and PM for being flexible and to MBo and EJ for filling in significant number of shifts until new appointments are made. Rosters will need to be re-done by JS, in conjunction with others involved.
2. Volunteer situation is still problematic and there are often empty shifts needing filling, especially at beginning and end of day. Shop has had to be closed early on occasions after dark if no volunteer present.
3. GL cannot help with inputting Bookers stock on Tuesdays but managers are happy to do this.
4. PD arranging PO courses for managers when available.
5. JS has stood down as senior manager and was thanked for all the work she has put into the role, where she has done a sterling job in challenging circumstances. This will be discussed again when new management team is in place and things have settled down again.

6. Suppliers. Easters very good and short ordering times mean that there is much less wastage with milk etc. Reaching £1k minimum orders from Bookers may be an issue in January but will be monitored.
7. It was agreed to supply a small salt bin and shovel for salt to de-ice forecourt. Action: Managers
8. Christmas opening times confirmed. PD will make big sign for outside shop.
9. PD will investigate large 'Open/Closed' sign for front of shop near road.

Finance (see report)

1. Thanks again to PR who has got Sage up to date to November 30th. New book-keeper appointment of Kimberley Owen was agreed and she will be trained by KO starting in January, using December figures as fodder.
2. Dual signatures removal for bank account has been actioned at last.
3. Sage figures have been sent to Lovewell Blake and they have accepted that we are viable as a business with ~ £10k p.a. in grant funding. Thanks to SS for doing grant applications for last two years, but she is looking to step down so another willing volunteer is needed.
4. AMM date to be decided.

Staffing

Discussion about vacancy for 40 hours a week covered viability of advertising for either full- or part- time position in order to widen the range of applicants. Implications for changes in the rosters were discussed and it was agreed to hold another meeting on 16/12 with just vacancy on agenda. It was agreed that advert would be placed in shop, on social media and via Indeed (free version) when terms have been agreed.

Shop Re-fit

Thanks to PD for sending round the latest details with costings (slightly higher than original due to extra shelving etc but it was agreed to go ahead). It was agreed that decorating could be done by volunteers fitting round the professionals. Shop will need to be closed for short time so it was agreed best time would be mid-February around half term.

AOB

1. Shares worth £1k are to be returned to executors of deceased member (Action: CJ and VM)
Laura Thompson's shares are to be donated to shop following her death last month.
2. Carol singing outside shop will take place as usual on Christmas Eve at about 11am. Thanks to AJ and EJ for offering to provide usual mulled drinks. CJ will ask for volunteers to make a few mince pies too.

Next meeting arranged for 16th December to discuss staffing and next full meeting would be agreed then.

Meeting closed at 8.47pm