



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 10th January 2024 at 7.30pm in shop

Present: Phil Dingle* (PD), Tim Ford* (TF), Ian Harrison*(IH), Cath Jones*(CJ), Victoria McArthur *(VM) Andrew Russell* (AR), David Seaton* (DS) {+ Jane Stubbs (JS)until 8.15**and Alan (AJ)and Elaine(EJ) Johnson}

(* committee member; ** manager)

Apologies for absence: None

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

There were no **declarations of interest**

Matters arising (not covered elsewhere on agenda):

- Lottery provider changeover. Transition pack has been received and is with JS. Changeover is due January 31st/ February 1st. Instructions not entirely clear in places and issue of reimbursement of cash prizes is yet to be resolved, as is cost of purchase of scratchcards, and percentage made from sales. AR will investigate further. Extra end-of-day accounting issues were discussed.
- PO account log in. Still no progress as PD remains unable to log in; POL aware of the issue and say they are working on a resolution.
- Volunteer banner pending. Design agreed and DS will liaise with Simon Best about correct format for printing.
- Card machine update. Old contract ran out before new one kicked in, so we had a week's trading cash-only. New machine delivered on 9th January and was installed in time for trading on 10th. All working well and JS reported an easier reconciliation at end of first full day with new system that links directly with EPOSNow. PD confirmed 1.25% charge per transaction.
- Coffee machine update. Tchibo contract and termination details discussed again – JS will confirm that outstanding payment is ~£93. PD confirmed new machine is on order and should be delivered next week.
- Plunketts support offer had been investigated but considered irrelevant for RCS at this time.
- Lease renewal. AJ and EJ are amending existing lease to incorporate slight changes and will liaise with DS.

Managers' Report

Covered elsewhere.

Finance

- Bank balances reported.
- Bills and wages paid.
- Year end accounts. Nothing back from Lovewell Blake although paperwork had been submitted in good time. AR to chase, as they are needed in advance of AMM to send to members.
- Another Lottery grant is being applied for; if successful, it will provide £20k over two years.

- AR shared forecast of deficit of outgoings over income which will increase to close on £20k pa after significant rising wage bill after April. Gross sales have improved considerably recently but not enough to cover the shortfall. Ideas about way forward were discussed:
 - Appeals to other funders eg Postcode Lottery for grants
 - New share issue celebrating our tenth anniversary in March (existing members as well as new buyers would also be eligible to purchase non-returnable shares)
 - VM is drafting wording of letter of appeal and leaflet explaining our cause that could be used with multiple agencies. Technical wizardry could then be applied to make it appealing (pun not intended!)
 - Daily cost of keeping shop open to be calculated, which could be made public to encourage more support.

AMM

Venue of St Peter's Church has been confirmed on 16th February 2024 at 7pm. As we have no active Company Secretary, an alternative person to run meeting will be sought (various suggestions will be followed up!)

DS will ask Roger Steel if we can borrow projector and screen as usual. CJ will confirm availability of sound system.

Invitations, agenda and summary accounts will be sent out to all members as soon as available by CJ.

Correspondence

Nothing outstanding that hadn't been circulated by email.

AOB

Carol singing on Christmas Eve had raised £177.27 for EACH. Thanks to all who helped or came along.

Next meeting arranged for Wednesday 14th February 2024 (Happy birthday PD!) at 7.30 in shop.

Meeting closed at 20.50