



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 10th March 2021 at 7.30pm via Zoom

Present: DS, PD, VM, PR, CJ, MBo,
Apologies for absence: AJ and EJ
Minutes of last meeting were approved.

Matters arising:

1. AMM took place via Zoom on 24th February with 32 members present. Five committee members sat at social distance chez PD using an OWL gizmo. Meeting was successful as we were quorate, voting went well and all resolutions passed.
2. Job vacancy has been advertised. DS will contact all managers about latest circumstances now that MiB and AL are back at work and shop opening times are extended to pre-Christmas hours.
3. New chiller system has been installed and is looking great. Thanks to PD for all work on this... feedback has been very good. Lis Walker (Tea Lady) due to collect redundant chiller today. Few modifications will be looked into:
 - (i) Space above units needs something to hide unsightly pipework
 - (ii) Suggestions for new products to fill shelves from customers and volunteers will be sought
 - (iii) Hangers for some items needed
 - (iv) Dividers to keep eg cooked meats separate from other item (Action for i, iii, and iv: PD)
3. Problem with invoices not reaching VM to be paid is still happening. Protocol will be explained again to all managers. DS will look into a separate email address for invoices that goes directly to VM/PR for payment then to GL for putting into system. Purchasing@ mailbox is very full so will be looked at now more manager time available again.
4. Thanks (again) to PD for organising new card machine with good, improved rates. Machine will be delivered within a couple of days but can run concurrently with existing machine until old one is disconnected. PR to sign written cancellation of contract with Global Payments. PD will complete necessary compliance test.
5. Viridor contract has been renewed at more favourable rate.
6. Photocopier bill error has been rectified. After discussion about merits of keeping copier, it was agreed to let this year run its course and look again next year.

Roles and responsibilities in committee

As no new committee members have come forward, and everybody is suffering from lack of time, it was agreed that all jobs would stay the same for another year, so the following were elected unanimously:

Chair: DS (prop: PR Sec: MBO)

Vice-chair: PD (Prop: PD sec: MBo)

Treasurer: VM (Prop: DS Sec: PR)

Company secretary: PR (Prop: DS Sec: CJ)

Membership and Minutes Secretary: CJ (Prop: MBo. Sec: PD)

Publicity and IT media: MBo (Prop: VM Sec: CJ)

Gazebo awning washer: MBo (ditto)

It was agreed that all committee had carried out all tasks very efficiently in a year of turbulence and crisis...well done all!

Finance

Bills paid, including large invoices for chillers and accountants and balances given by PR. Monies have been moved within different accounts to help with future-proofing.

PR has AR 30 in hand.....

Other

1. Re-launch of Rocklander magazine has been very successful, thanks to hard work by MBo, Sue Steel and Karen Roseberry. It was agreed that the Big Account in RCSL name that is now obsolete could be re-named and used by Rocklander. Agreement document has been drafted by SS who will be responsible for keeping the finances and would be entirely separate from RCS money, and a copy will be sent to LB (who have agreed in principle already.)
2. Special events in shop eg Mothering Sunday, RedNose Day etc could possibly be co-ordinated by a manager who is currently not fit enough to work normal managerial shifts, so this will be explored to see if she would be willing or able.
3. Thanks to GL for producing monthly accounts that are being forwarded to Stef at LB.
4. Stock pricing checks are being done by PD especially on alcohol and tobacco products, with prices checked against supermarkets.
5. Springback Business Support Survey will be completed by PR, in possible preparation for another grant application to help with effects of Covid on business eg: advertising new opening hours, exterior facelift, new log store. Other ideas welcome....

Next meeting scheduled for 24th March via Zoom

Meeting ended at 20.50