



# ROCKLANDS COMMUNITY SHOP

## Minutes of Management Committee Meeting

held on 12th February 2020 in shop at 7.30pm

**Present:** PD, CJ, VM (from 9.35), PR, DS + AJ & EJ , Maureen Bound (MBo) and Joan Woodroffe (JWo)

**Apologies for absence:** None, apart from apologies for late arrival from VM

**Declarations of Interest:** None

**Minutes of last meeting** were approved and signed by DS.

### **Matters arising**

1. PD to chase up mobile phone
2. Office printer - no progress but EJ has kindly done the staff rosters in colour.
3. F&V chiller is still broken. New compressor etc to fix it will cost £630 +VAT ( compared with ~£1600 for new one) but it would cost £100 to dispose of. PD will get further quotes to see if price can be bettered before decision is made. It was noted that a lot of fruit and veg needs to be sold and not wasted to re-coup that money.

There was no written **Managers' Report.**

### **Finance**

1. Little change in bank balances
2. Bills paid and Sage updated (thanks to VM, PR and SC)
3. New bank card has been given to managers who will ensure all purchases, however small, will have accompanying paperwork put in folders to be 'Saged'.
4. SSE grant. Although we reached final stages, we had to pull out reluctantly as we were not able to fulfill criteria for attendance at regular meetings in London.
5. Door locks will be changed as soon as possible Action: DS to arrange with A.C. Leigh who will put them on key register.
6. Report back from those attending meeting with Stef at LB on 31st January. In short, profits down for 2018/19 but not as much as expected considering extra with staffing costs and increased expenses. There was a clean audit report again, in spite of rigorous scrutiny by LB, which is pleasing,

**Preparation for AMM** on Friday 21st February at 7pm in St Peter's Church.

1. Church booked and arrangements made with church warden to have sound system.
  1. DS to liaise with RS about projector and screen.
2. Invitations have been sent out to all members and poster has been put up in shop, according to Model Rules. Some apologies have already been recorded, together with proxy votes.
3. New committee members were discussed and new voting application form completed for VM, who is up for re-election. MBo kindly agreed to be co-opted onto committee

(prop: PR, sec: DS and passed unanimously). Other possible members will also be approached.

4. Draft Treasurer's Report had been circulated by VM and was looked at. It was agreed to provide a copy of the summary accounts but keep the explanation as short and simple as possible.
5. Another planning meeting will be convened to finalise all reports on Tuesday evening (venue to be agreed.)

### **Correspondence**

1. Communication from Global Payments has confirmed that first fraudulent transaction on January 22nd amounted to £103 and an explanation was given by PR. Further amounts have not yet been confirmed but are expected. There has been no response at all from police, in spite of enquiries made by Parish Council chair. CJ will follow up. Further training will be given to all volunteers about protocol to be followed when dealing with credit card transactions. PD has details of how alarm system works, which will also be explained to all staff. It was agreed to get a specific mobile phone, to be used in emergencies, which will be kept in one place under counter, so that concerned staff can text specific pre-ordained people to come if assistance is required in situations not thought to merit 999 call. Action: DS
2. Letter from BT about excessive data usage, over and above our monthly allowance, which is costly. There does not seem to be any obvious reason for this and it was suggested that ECR is contacted to ask if cloud-based EPOS system could be cause? After a discussion about the intricate workings of different systems, it was agreed to investigate a limitless contract, possibly with a different provider. (Action: MBo who will look at Zen and other broadband providers, especially regarding upload speeds.)  
*(Pause for celebratory drinks and cake in honour of PD's birthday on 14th February. Thanks to MBo who has passed the cake making challenge so is now allowed to become a committee member and to PR for the bubbly.)*
3. Following his visitation in January to the Deanery when he came to RCS, +Graham of Norwich had sent a very warm note of thanks. DS will scan it for records.

### **Input from floor**

1. EJ reported that she and NA, MiB, PS and PO trained volunteers have worked out the staffing roster for next week. Extreme thanks to all for all the extra work being put in to cover 60 hours a week currently needing cover due to staff on sick leave.
2. Explanation given for absence of Shop Notes for last two weeks. Normal service should resume as normal from this weekend.

**Confidential item** discussed in detail and recorded separately.

**Next meeting** will take place on 26th February at 7.30 in shop

**Meeting closed** officially at 10.35pm.