

# ROCKLANDS COMMUNITY SHOP

## MINUTES OF MEETING

held on 13th April 2022 at 7.30pm in shop

**Present:** Phil Dingle\* (PD), Tim Ford\* (TF), Victoria McArthur \*(VM) Ian Harrison\* (IH) Christina Mason\* (CM) David Seaton\* (DS) + Jane Stubbs (JS) Lottie McIlwhan (LM) Fay Manning (FM)  
(\* committee member)

**Apologies for absence:** Cath Jones\* (CJ) Alan Johnson (AJ) and Elaine Johnson (EJ)

**Minutes of the last meeting on 9<sup>th</sup> March** were agreed as a true record. They will be signed at the next meeting as CM was taking the minutes this evening in the absence of CJ.

There were no **declarations of interest**.

### **Matters arising**

- 1.Communication has continued about the reconciliation of PO balances. JS has been active in speaking with the area manager and particularly about the £19.72 owed by PO.
- 2.CJ has not had any response to her communication about the issue of Freshways milk supply. JS has noted that the milk received in the shop is predominantly from Pensworth. The issue continues to be addressed.
- 3.Everyone was agreed that the article about the shop (a full page) in the EDP was splendid. PD thanked

### **Managers' Report** (See Report from JS)

- 1.JS reported that the management team is working very well together with a full team of four. Training is continuing successfully, and the team is showing an excellent range of skills which complement each other. There is a meeting of managers tomorrow (14<sup>th</sup>) with minutes to follow.
- 2.It remains difficult to fill a whole day with volunteers and there are emergency messages being sent out in order to try to cover the shifts. Jane suggested a volunteer recruitment drive, and this was agreed. It was noted that young people might be encouraged to become involved as this could be used on their CVs . If more young people were to be involved, there were safeguarding issues because of the availability of alcohol and cigarettes.
3. TF and PD were thanked for ensuring that supplies were collected. Freezer items could be collected by PD as he has equipment available for their storage until back at the shop.
- 4.JS has highlighted a problem with the location and operation of the alarm system and access to the safe . Attention is being given to these problems and it is

anticipated that the cost to remedy the problem will not be more than £300 with an additional call out fee.

5. Repair to the freezer has been completed by Coldlink. The invoice for this work is still to come.

6.JS will be speaking with the post office manager about problems with PO equipment which had led to a disruption and loss of custom and business.

7.JS will be attending to the advertising of Easter opening times on social media.

8.PD has been organising the storage of shelving in the back alley. It was suggested that the Rocklands community might have a use for some before trying to sell it. VM will speak to Dave Jones about the potential need of this shelving for the youth club, the men's den or Little Rocky's.

## **Staff**

Staff training has been completed to the desired level. Extra training can be organised according to particular preferences.

Relief was expressed by all that shop opening hours have been increased.

An extra item which was discussed at the end of the meeting concerned the scrutiny of policies and contracts including those for staff. Phil had investigated the cost of having this done by an outside agent. It was decided that the cost was high and the matter needs further reflection.

## **Finance Report**

1.VM gave current bank balances and reported that the financial balances are the lowest for some time. It is hoped that the longer opening hours and a return to a more normal daily routine for many people will improve the financial situation. Everyone is feeling the inflationary increases, however. It was noted that as the prices the shop is paying for its stock increases, care will be needed to balance this with prices for customers.

2.The availability of meat from Barnard's and Bookers was discussed as that available from Barnard's appeared to be selling out and needed to be increased. Bacon appeared to be a popular item and it was agreed that some research on which of the bacon suppliers sold best might be helpful.

3.VM is sorting out some of the issues which have arisen because of the VAT problems. Jane was thanked for all the extra work she had put in about this issue. Also, thanks again to Shirley Colenutt for the help that she gives.

4.VM had circulated a list of the duties required for AMM and the different items on the list were reviewed.

- A procedure is needed to ensure that stocktaking is done efficiently. Gella, Tim and Fay to be involved

- The large items as assets will be dealt with by PD
- Pay roll is attended to by Kathrine Overton
- Committee and staff changes ---- Cath Jones' name was suggested
- Staff recruitment – PD

The list and its component items will need to be brought back to the next meeting

### **Shop refurbishment**

1.Changes to the alarm system and the clearing of old shelving were discussed earlier

2.There was an extended and vigorous discussion on the CCTV system led by IH. Stewart Ramsay of ION Networks Ltd had produced an estimate and details of work to be done. The estimate is £1,725.60 for the initial outlay + the cost of regular managing and monitoring of the system. It was decided that further inquiries and discussion were needed which would include the siting of any new equipment.

3.Second telephone line : to be dealt with by IH

4.New shop sign: David had been investigating this and showed a picture of a 4 metre sign in one piece at the cost of £169 + VAT and with fitting at £89 +VAT. These figures were discussed and accepted although a request would be made for a discount if a logo of the sign makers were to be included.

### **Grants and Bids**

Discussed elsewhere

### **Correspondence and AOB**

The electrician who had been looking at the electricals following refurbishment will be sending in a certificate of work completed

A hole in the floor has been dealt with

At this point in the meeting the managers who had been present left in order for the confidential item to be discussed

Date of Next meeting 11 May 2022 7.30

The meeting ended at 10.00pm

