



ROCKLANDS COMMUNITY SHOP

Minutes of meeting

held on 15th July 2020 at 7pm at Bowers Farm

Present: DS, PD, VM, PR, AJ, EJ and CJ

Apologies were received and accepted from MiB and JS

Minutes of meetings held on March 11th and July 8th were signed as correct by DS.

Update:

- 1. Masks.** Latest Government legislation and implications were discussed. Requirements for staff will be checked but as screens are in place it was assumed it would not be obligatory for those serving behind counter to wear a mask; however individuals would be given a choice, if regulations permit. Notices will be displayed in advance of 24/07 together with Facebook posts etc so that customers are aware of our procedures. Disposable masks have been purchased for customers to buy if necessary (50p). Staff and volunteers will be encouraged to bring their own but will not be charged for use of disposable mask. VM will ask a villager with excellent sewing skills if she would be able to make some washable fabric masks for shop.
- 2. Staffing hours** for new staff have been clarified after a misunderstanding over an email communication. PD has all paperwork for new staff, and relevant details of past employment will be passed to KO for payroll purposes.
- 3. Signed contracts** from MiB and JS are now with PD and will be copied electronically for shop records as well as hard copy.
- 4. Spot Stock check** cannot be done by Gella Ladner as not all invoices are entered into EPOS. Invoice collation was discussed at length and possible methods of finding a system that cannot fail were shared. Ways of getting EPOS and Sage to talk directly to each other will be investigated with ECR. VM will speak to KO for her thoughts about feasibility and efficacy of using a cloud-based system (possibly changing from Sage to Zero or QuickBooks?) with easier access for all.
- 5. Coldlink update** was given and invoices discussed. Bills will be settled when current maintenance work is completed and all appliances working properly. Strategic plan for replacement white goods will be put into place and advice from Coldlink sought (Action: PD)
- 6. Overall takings** are dropping significantly now that more people are going into bigger shops. Extending opening hours will help but this cannot be done until new managers are fully trained and are 'flying solo.' Potential promotions and special offers with accompanying advertising campaigns will be discussed by PD with managers.
- 7. Volunteers** are dwindling. Some outside volunteers may need to be trained on till if they are comfortable with working inside. Necessity for both an outside and inside volunteer is less urgent now so notices telling customers to wait at designated spot will be implemented as soon as practicable.
- 8. VAT reduction** on café goods will be looked at when we are able to open café area again.
- 9. BDC survey** about effect of Covid 19 on RCS business will be completed by VM on Friday. CJ has completed a similar one and returned it about co-ordination of volunteer response to pandemic.

Next meeting will be held by Zoom on 22nd July at 6.30pm.

Meeting closed at 8.37pm and PD was thanked for hosting (VM thanked for liquid refreshment too.)