



# ROCKLANDS COMMUNITY SHOP

## Minutes of meeting

held on Wednesday 26th August 2020 at Bowers Farm at 7 pm.

**Present:** DS, VM (from 7.35), CJ, PR and PD

**Apologies:** MiB, JS, AJ, EJ

**Declarations of interest:** None

**Minutes of last two meetings** were signed as correct by DS.

### **Matters arising:**

1. Locks have been changed on both front doors, with new keys issued to all registered key holders and old keys handed in. Key register and 'rules' have been updated.
2. Electricity contract due for renewal at end of September. PR will contact Plunketts for latest advice but if nothing better is available, it was agreed to continue with current provider. PR reported a significant rebate after an issue with faulty meter earlier in year.
3. It was agreed after discussion that virtual reality tour on website, kindly provided originally by Matt Johnson, would not be renewed at cost of £7.99 a month to Matterport, as it is now out-of-date. SB will be asked to remove from website.
4. Full meeting minutes now up to date on website (Agreed Zoom Notes will not be made public).

### **Update:**

1. Covid update. Local outbreak of positive cases at Banham Poultry and possible implications for RCS were discussed at length. Vigilance is required to ensure excellent sanitisation protocols are reinforced, especially during opening hours eg doorknobs, surfaces etc. All customers should be treated as potential asymptomatic carriers and new screens do not mean precautionary measures may be relaxed.
2. Arrangements for stocktake on Sunday 30th and Monday 31st are in hand. Extra help from committee has been offered if necessary. Thanks to managers and Gella Ladner
3. Staff wages have been sorted for August - thanks to PD for work done liaising with managers "The boy done good".
4. Bank and bank card issues were discussed - VM/PR will sort with Co-op Bank.
5. Thanks to SC for sterling work done on spreadsheets each week.
6. Donations for masks have been banked (~£170) and VM will send cheque to E.A.C.H. for that amount. Thanks to Denise Gordon-Smith for making them.
7. Managers had sent report on suggested revision of opening hours which was discussed at length. Finding enough volunteers is crucial so a recruitment drive needs to be done soon as well as encouraging past helpers to sign up again. Hours were largely agreed as writ apart from a couple of amendments (see below\*) If and when Covid situation is resolved, opening hours will be looked at again.
8. Bookers have refused to deliver order this week as it is smaller than usual due to Stocktake, so thanks to PD who offered to collect tomorrow morning before his shift.
9. John Brown has kindly provided labour for new screens free of charge so will be thanked in another way.

**Next meeting** arranged for 9th September at Bowers Farm at 7pm.

**Meeting closed** at 8.45pm.

\* Proposed new opening hours:

Monday-Wednesday: 7.30 - 5.00

Thursday: 7.30 - 1.00 (to allow time to sort orders)

Friday: 7.30 - 5.00

Saturday: 7.30 - 4.00

Sunday: 8.30 - 1.00