

Minutes of Management Committee Meeting

held on 28th October 2019 in shop at 7.30pm (postponed from 23.10.19 due to illness and possible lack of quorum)

Present: PD, CJ, VM (from 8pm), DS + MiB, AJ & EJ(from 8pm)

Apologies for absence: PR, JW and SC

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Congratulations to Alan and Elaine for becoming grandparents for first time last night! Best wishes to Naomi, Dan and their new (as yet un-named) baby son!

Matters arising

1. There had been some confusion regarding dates for ECR training for managers. Date now confirmed as 14th November. MiB will ask JW to put all details in writing and circulate to all concerned, to avoid any further issues.
2. Under-counter safe now in place and working well, eliminating end of day discrepancies.
3. LED lights adaptation in hand but one unit (in 'cubby hole') is faulty and needs to be returned. Action: DS
4. Date of AMM unable to be fixed due to lack of necessary information on stock valuation being available to send to accountants.

Managers' Report (from JW)

1. Volunteers

Volunteer raffle has been launched and has had positive feedback so far.

All volunteers have been asked if they would like to start PO training, and there have been some positive responses already.

Unfortunately, shop has had to be closed at some points this week, due to lack of volunteers.

2. Stock valuation files sent from JW to PR appear to be corrupted. JW will be asked to sort and send again with urgency as it is imperative that accountants have the figures as soon as possible.

3. NL almost ready for printing. Christmas opening hours were confirmed:

December 24th : 7.30-4.30

December 25th: Closed all day

December 26th: PO closed. Shop possibly open for couple of hours if volunteers available. No newspapers.

December 27th- 30th: Normal opening hours

December 31st: 7.30- 4.30

January 1st: Closed all day

January 2nd onwards: Normal opening hours.

MiB will get final version of NL sent to DS who will print and pass to CJ who will fold and sort volunteers to deliver as usual.

4. Wine tasting evening arranged for November 7th at 7pm and invitations have been sent out, together with adverts on social media. It was agreed that using Adnams, as in past, did not raise sales and profits for shop, so we will provide samples of in-house wines and a small selection of other drinks instead. Action: MiB+ managers
5. Christmas stock is now appearing in shop and some things have been moved round in order to promote these.
6. Whistlefish cards are selling extremely well and are giving good profit margin so second order, including some Christmas cards, has been processed. Card Connections are also trialling a 'superior' range of cards (on S/R basis) but there is much less profit on these so situation is being monitored closely.
7. New credit card machine has been provided by Global Payments and appears to be working well at the moment, after a week of malfunction.

Supplementary input from NA:

- (i) Light in Pepsi fridge has failed. Action: JW to order and replace tube
- (ii) Log store broken again. Action: DS
- (iii) MiB will investigate buying bags of coal. PR will be asked to fill with logs and kindling from off-site storage facility.
- (iv) Lockers in stockroom are not used. More storage space would be available if they were removed and shelving put in place. AJ will remove locker and investigations into best alternatives will be done.
- (v) Christmas post box is now in shop
- (vi) More discussion and clarification about 'team member' vs 'volunteer'. It was agreed that both are acceptable. MiB is looking into badges with simple "Rocklands Community Shop" and individual names printed on them. T shirts with original design, possibly by celebrated local artist, will also be investigated.

Finance

1. Bank balances given by VM; wages to go out imminently.
1. Stock management and shop procedural issues were discussed, as there has been considerable wastage recently, together with shortages of some basic items. This will be followed up as discussed.
2. No further update from BL
3. Thanks to VM for submitting an application for a Plunkett Award of £250. Thanks to others who also contributed to this. Other grants are also being looked into.
4. Problem with stamp order is being investigated.

Confidential issues regarding ensuring an inclusive environment for all customers and staff were discussed again. Bullet points regarding issues will be provided by VM and put in confidential file in back office so that appropriate action can be taken when the time is right.

Correspondence Nothing significant.

Next meeting will take place on 6th November at 7.30 in shop

Meeting closed officially at 9.59pm. Thanks to A&E once again for chocolate biscuits.