



# ROCKLANDS COMMUNITY SHOP

## MINUTES OF MEETING

held on 8<sup>TH</sup> March 2023 at 7.30pm in shop

**Present:** Phil Dingle\* (PD), Tim Ford\* (TF), Cath Jones\*(CJ), Victoria McArthur \*(VM), Andrew Russell\* (AR), David Seaton\* (DS) and + Jane Stubbs (JS)\*\* and Fay Manning(FM) \*\* and Alan (AJ)and Elaine(EJ) Johnson  
(\* committee member; \*\* manager)

**Apologies for absence:** Ian Harrison\*(IH)

**Minutes of last meeting** were agreed and signed as a correct record.

There were no **declarations of interest**

**Matters arising** (not covered elsewhere on agenda):

1. PO telephone line. No change. POL happy for shop phone number to be used on their website. No update on POL paying for PO calls and rental.
2. PO account log in. PD has paperwork to complete and it was agreed that he would be named person as (Sub?)Postmaster but committee would continue to have collective responsibility.
3. Offer from Plunketts to provide an 'Extra Pair of Hands' offering free advice and a volunteer to help with IT etc is in capable hands of FM – watch this space.
4. EPOS Now changeover scheduled for DS to progress on 11<sup>th</sup> March...fingers crossed.
5. AMM took place on 17<sup>th</sup> February as planned with 42 members present and all had gone well. Thanks to all involved.

### **Election of officers**

It was agreed that priority for next few months is succession planning for sustainability of RCSL. The following officers were elected unanimously:

Chair: DS (Nom:CJ Sec : VM)

Vice-chair : PD (Nom : TF Sec : DS)

Treasurer : AR (Nom : DS Sec : TF) with VM continuing in role unofficially while changeover is completed.

Company Secretary: Position currently vacant but will be advertised

Minutes Secretary: CJ (Nom: PD Sec: VM)

Membership Secretary: CJ (Nom: PD Sec: VM)

### **Managers' Report**

1. Good morale and communication among managers.
2. Volunteers being managed well.
3. PO accuracy remains good, thanks to diligence of managers. JS explained issue with being limited to £5k in notes which is not enough, so is applying for limit to be raised to £10k.
4. Suppliers:

Logs and kindling. In spite of many 'nudges' there has been no response from usual supplier and customers are being let down. New supplier is being investigated.

Egg supply from Easters has stopped, with no satisfactory explanation - new supplier also being looked into.

5. Outside seating area discussed at length. Grant from Asda needs applications in by March 19<sup>th</sup> but possibly not suitable for our purposes as £10k minimum for <75% of total cost. Local builder has been asked for quote and further investigations being done. Specifications need to be agreed and costs of eg heating weighed up. Small amount of money may be available from Anglian water but not significant amount! Thanks to managers for organizing fundraisers to help with costs.

*Managers were thanked for attending and left meeting*

### **Renewal of lease**

Lease will expire in 2024 and grant applications will probably require an undertaking that there are at least 5 years left to run. AJ and EJ explained that they are intending to renew for 10 years, as long as their circumstances don't change suddenly. After discussion, it was agreed that a draft new lease would be drawn up that allows for changes in circumstances, but secures the intention. It was felt that the rent should be at market value, to be fair to our lovely landlords.

### **Finance** (see report from VM)

- Bills and wages paid
- VAT for next quarter to be arranged
- Grants –Big Lottery grant of £10 000 to help towards managers' wages is now in bank.
- Monthly figures with comparisons since 2016 were again distributed, with similar increase and caveat to last month.
- Share withdrawal requests. No more received yet. Widow of one shareholder has asked that his holding (£500) be donated to shop.
- Thanks to Shirley Colenutt for work on Daily Takings sheets.
- Process of transference from VM to AR is slowly happening but all depends on how quickly bank can do the necessary work to enable AR access. PD still chasing Co-Op Bank for new account promised that will not incur bank charges.
- Thanks to PD for draft management account figures that are very positive, showing no loss in January trading figures!

### **Correspondence**

Nothing significant that hasn't been circulated via email

**Next meeting** arranged for Wednesday 12<sup>th</sup> April at 7.30 in shop

**Meeting closed** at 21.14