



ROCKLANDS COMMUNITY SHOP

MINUTES OF MEETING

held on 8th June 2022 at 7.30pm in shop

Present: Tim Ford* (TF), Ian Harrison*(IH), Cath Jones*(CJ), Victoria McArthur *(VM) , Christina Mason* (CM) and David Seaton* (DS) + Fay Manning** (FM)
(* committee member; ** manager)

Apologies for absence: Phil Dingle* (PD), Alan Johnson(AJ) and Elaine Johnson(EJ)

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

There were no **declarations of interest**

Matters arising (not covered elsewhere on agenda):

1. Remaining PO credits are still being chased by JS. No other significant issues with end of Trading Periods – well done manager team for accuracy.
2. PO Telephone line (483217) still causing issues in spite of splitters and other tech being tried. Occasional malfunction of Paystation is inexplicable and apparently random. DS and IH will investigate further and possibly look into removal of line altogether, if no longer necessary?
3. Having had no interest after offering it on Community Shops Network, old surplus shelving has been loaded onto van and will go to Mellor Metals tomorrow. Huge thanks to entire Crosthwaite family for doing this! Remaining rubbish in back alley will be taken to Recycling Centre asap.
4. Thanks to DS for sorting lighting in café area.

Managers' Report (See report from JS)

1. Thanks to FM for deputising for JS at meeting.
2. Staffing team is working well together. FM, LM and PM are due to do POL Discrepancies training whenever a course is available as at present JS is only manager who can delve deeply to find causes of issues in PO.
3. Suppliers. Ordering for Barnards meat is now more efficient- more advertising of potential for ordering on Monday for delivery later in week will be actioned. Alternative meat has been tried from Bookers but some not available and customers seem to prefer better quality from Barnards but situation is being monitored. Bookers have been taken over by Tesco and some brand names changed as a result which makes ordering some products more complicated but managers are keeping vigilant.
4. Volunteer shortage seems to be worsening especially Friday – Sunday. There was lots of discussion resulting in following resolutions:
 - (i) Flyer to be produced asap asking for more volunteers (to be delivered in Rocklands first, then surrounding villages)
 - (ii) LM's idea of 'Bring a Friend' will be spread to current volunteers
 - (iii) More advertising on social media, especially Facebook
 - (iv) Volunteer recruitment sub- committee to be formed comprising managers and CM
5. Branch Hub App in PO has proved to be very useful

6. Hole in PO area floor following renovations is being rectified by JS and Duncan Good, in conjunction with AJ.

Finance

- Balances in all accounts given by VM – still lower due to rising costs and increased wages bill.
- Bills and wages paid
- VM has had lengthy meetings with KO soon to discuss ongoing issues with VAT on EPOS which is causing significant discrepancies. It was agreed that managers will print a regular (weekly or more frequently if necessary) VAT report from EPOS so origin of problem can be found.
- Thanks to Shirley Colenutt for taking back Daily Takings sheets
- Delegation of duties prior to AMM -outcomes after discussion:
 - (i) Stocktake will be on 31/08/2022 using staff (and volunteers as necessary)
 - (ii) Excel sheet to be extracted from system after stocktake
 - (iii) PM to be asked to investigate getting stock onto sheets in numerical shelf order
 - (iv) Ensure all stock figures are entered accurately onto EPOS following count
 - (v) Risk assessment to be updated by Managers
 - (vi) Changes of staff, committee etc to be kept on record by CJ
 - (vii) Staff records to be kept by PD
 - (viii) Record of daily takings sheets etc -VM +?
 - (ix) AMM preparation – CJ (with help from Chair)
 - (x) AR 30 to be completed by Company Secretary
- No further grant news

Shop refurbishment

- 1.CCTV update. TF reported he has still not had response to email with questions sent on 21/04 in spite of reminders. DS will make enquiries with another company he works with.
- 2.Alarm system – no change but not crucial immediately
- 3.Ideas for rotating display in window were discussed.
- 4.Thanks to Phil Crosthwaite for fitting door stop to prevent opening door causing havoc with newspaper display
5. Shop sign. Vector format of design now available and has been sent to company. It was agreed to allow signmakers to put small logo on sign with reduction in cost of £60 (-37.5%)
- 6.Electrical certificate has not been received following works done during renovations. IH to follow up.

Correspondence

Nothing significant that hasn't been distributed electronically to all interested parties.

AOB

- Feedback on Platinum Jubilee celebrations in village was good. Hamper provided by shop (beautifully put together by JS) for Best Decorated Property was won by Good family
- PAT checks will be looked into by IH in conjunction with Al Bainbridge as they have not been done for some time, although no longer a legal requirement annually.

Next meeting arranged for Wednesday 13th July 2022 at 7.30 in shop (apologies in advance from IH)

Meeting closed at 9.05pm