



# ROCKLANDS COMMUNITY SHOP

## MINUTES OF MEETING

held on 12<sup>th</sup> July 2023 at 7.30pm in shop

**Present:** Ian Harrison\*(IH), Cath Jones\*(CJ), Victoria McArthur \*(VM), Andrew Russell\* (AR), David Seaton\* (DS) + Jane Stubbs (JS)\*\*, and Alan (AJ)and Elaine(EJ) Johnson  
(\* committee member; \*\* manager)

**Apologies for absence:** Phil Dingle\* (PD), Tim Ford\* (TF) and Lottie McIlwhan (LM)\*\*

**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 account log in. No progress but as POL area manager change has now been made permanent, JS hopeful of news soon. In spite of being informed many, many times, correspondence from POL is still coming through to Roger Steel, not PD. Discussion about 'responsible persons' who are named people with POL did not resolve issue.
2. Lottery provider changeover. Thanks to AR who is pursuing matter and it was agreed that application would be completed digitally, then decision made later about completing the deal as it could involve more work if not run through PO. Percentage of commission to be checked and figures obtained of past performances. Inspection has been carried out and it is hoped to keep existing terminal as new ones require phone signal, which is poor in shop.
3. EPOS Now changeover progressing slowly but AR assured that it would be complete by August 31<sup>st</sup>, come what may! (Shop closure to be decided before next meeting, after discussion with managers and taking into account progress on changeover.)
4. Outside Space Project has hit obstacles as it seems planning permission is necessary and it would not be definitely approved by BDC. Various options were discussed and, as the fundraising campaign would not be able to cover much of the expense of a wooden structure and so far, no grant funding has been found, it was agreed that an alternative cover for existing gazebo would be looked at as an immediate solution to eyesore of old gazebo. AJ and EJ have a similar tent and it was agreed that the roof of theirs would be tried on old framework on Tuesday 18<sup>th</sup> July at 2pm. (Action:AJ,EJ, CJ, IH, AR +others?)
5. Share certificate information was confirmed (Action: DS)

### **Managers' Report** (see report from JS)

PO continues to be very busy. Often managers cannot get off the Post Office counter to complete shop tasks, and serve at both tills whilst running our popular Café. DPD drop off and collect will go live soon, and JS has requested the possibility of having further PO products to sell here, like ID and Document verifications. TP 3 complete with no problems.

### CHILLER A/C SERVICING

Both have been completed and the air-con fixed. We are still awaiting Coldlink's invoice for both.

## CAFÉ

We have such a popular and busy little Café. Money still being raised for the upgrade to our outdoor area. Issues with our coffee machine again. Looking ahead, we may have to consider replacing it as we have to pay for all the call-outs and engineers visiting to fix it. FM to investigate new contract with prices. Tchibo coffee is very popular with customers so would be good to keep it if possible.

## SUPPLIERS

- Easters. The egg shortage seems to be over. Our shelf is now fully stocked.
- Bookers. Our minimum order amount is reached without any problem, partly due to the increase in prices. Lot of time spent weekly inputting new barcodes for new stock as the manufacturer has either increased the price, or changed the packaging/weight of the product. It is becoming increasingly difficult to get products without a price mark on them, and as the 'outer' price increases, our profit margin decreases. Footfall is increasing in the shop, with our afternoons busier. Bookers have yet to ask for an increase in our minimum order, but for how long?

## VOLUNTEERS

As holiday time approaches there is decrease in volunteers but an increase in school age volunteers at the shop, and this will hopefully compensate for the former. We have had a bumper year so far in Work Experience Students, with 5 joining us over the coming weeks. A further 2 to add for D of E means we are a popular venue for students. This information is always valuable when writing off for grants and such. The oldest volunteer, the wonderful Cyril, is an enormous help in the café, and will be invaluable when the nights close in if there is no volunteer and manager is working solo. (20.50 JS left meeting)

## **Finance**

- Bills and wages paid.
- Thanks to Shirley Colenutt(SC) for her continuing work on Daily Takings sheets.
- AR explained paper showing Going Concerns Statement for presenting to Lovewell Blake (see report) and showed how RSCL is addressing deficit. Sales figures to end of June show significant improvement on previous years.
- Balances given on all accounts, showing some transfers between accounts.
- VAT quarter completed with KaO, VM and AR, after a meeting lasting 4.5 hours (thanks to all for endurance). Discrepancies in VAT should be eliminated when new EPOS system is in place.
- AR will confirm with LB that it has been agreed with members that there is no need for full audit this year.

## **Shop Lease Renewal**

Landlords (AJ and EJ) have had discussion with DS about recommendation from Roche regarding valuation and this was continued in committee. AJ and EJ feel in current circumstances, it would be right to keep current terms of agreement in lease but to adopt recommended figures, and will instruct their solicitor accordingly. It was agreed that this is a very generous offer for which we are very grateful. EPC rating will also be looked at and hopefully will go down to D with new lighting and new chillers etc.

## **Correspondence**

Letter from LB offering tax investigation service will be declined.

## **AOB**

AR has been approached by a regular customer about reinstating Wine Tasting evenings. CJ will ask managers to investigate possibility, not necessarily just with Adnams as in past.

**Next meeting** arranged for Wednesday **16<sup>th</sup> August** at 7.30 in shop (**please note change of date**) when arrangements for EOY stocktake can be made. (AR to speak to LM about EPOS Now completion of transfer)

**Meeting closed** at 21.48