



# ROCKLANDS COMMUNITY SHOP

## MINUTES OF MEETING

held on 16<sup>th</sup> August 2023 at 7.30pm in shop

**Present:** Phil Dingle\* (PD), Tim Ford\* (TF) Ian Harrison\*(IH), Cath Jones\*(CJ), Victoria McArthur \*(VM), Andrew Russell\* (AR), David Seaton\* (DS) + Jane Stubbs (JS)\*\* , Lottie McIlwhan (LM)\*\*and Fay Manning (FM)\*\*

(\* committee member; \*\* manager)

**Apologies for absence:** Alan (AJ)and Elaine(EJ) Johnson

**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. Partial resolution as PD is now named in emails, but still no real progress. JS will chase area manager again as fault is with POL.
2. Lottery provider changeover. Thanks to AR who is still pursuing matter. It was agreed that AR would be 'named person' to deal with Lottery.
3. Many thanks to AJ and EJ for providing new cover for old gazebo frame, which was fitted on 29<sup>th</sup> July (with some difficulty!) All agreed it is a great improvement on old cover and has already withstood heavy rain and strong winds without issues.
4. Coffee machine is still breaking down/clogging up more than is acceptable. JS will investigate costs of rental of updated Tchibo machines and PD will also enquire about costs of renting alternative machine from a more local company. Speed is of the essence as we would lose customers and goodwill if machine breaks down for longer periods. Decision can be made via email when all facts known.
5. Wine tasting evenings . It was agreed that at present there is too much going on to organize another wine tasting evening in immediate future.
6. Four new share certificates passed by DS to CJ for distribution (three new members and one new certificate issued following transfer of shares following death of member.)

### **Stocktake**

- It has been decided that shop will be closed for ALL sales, including newspapers on Sunday 27<sup>th</sup> and Monday 30<sup>th</sup> August to ensure a smooth changeover to EposNow. Plan is for stockcheck to be completed by end of Sunday and Monday to be dedicated to changeover. Managers will all be present and will 'handpick' helpers, as too many people could cause confusion. Committee members gave their availability to help.
- Thanks to LM and AR (+others) for manual entries of individual items onto new system – now nearing completion). With prices (and barcodes) being constantly changed, this has been very challenging.
- There was discussion about purchase of handheld stock checking scanner(s) and it was agreed in principle. Actual model will be investigated,( including possibly renting several, to see what is most useful?) AR will ask daughter who is large store manager in Birmingham for any advice.
- LM will train managers next week on EposNow. Volunteers will train in use of till when on shift, after system is in place.

*(Managers were thanked for attending and left at 20.35)*

## **Finance**

- Bills and wages paid.
- Some issues with unpaid invoices are being/have been addressed.
- AR has received confirmation that accounts for 2021/22 have been received by FCA
- Sales figures for June until now have been analysed by AR and show significant increases, not all down to increased prices.
- PO continuing to do well with increased footfall, but it does mean managers are very tied up with PO and are unable to spend as much time on other shop tasks.

## **Correspondence**

Invitation to attend Plunketts AGM in September has been circulated.

## **AOB**

None

**Next meeting** arranged for Wednesday 13<sup>th</sup> September at 7.30 in shop

**Meeting closed** at 21.00