



LISMORE COMMUNITY TRUST

Purpose: to maximise the potential social, economic and environmental well-being of the whole community of the Isle of Lismore

Minutes of Community Stores Meeting Monday 19th February 2024 7pm in the Lismore Hall

Present Brona MacDougall (BM), Laura Savill (LS), Anita Bachuil (AB), Peter Walker (PW), Julie Livingstone (JL), Tony Currie (TC), Jane McClusky (JM) - Zoom

Apologies DM

1. Welcome & thanks to Jane McClusky for joining the MB
2. **Minutes of meeting January 3rd, 2024**, approved.
3. **Financials & bank signatories** no further update. **Action** LS to cancel card which is no longer required.
4. **Update from RM re shop progress to date** addressed all issues and well received.
5. **Sales targets/bonus structure** **Action** BM to identify weekly sales target & daily sales figures to be communicated. Banking to be done daily LS to reiterate the importance of this as non-negotiable. An objective as set by TC
6. **Probationary period/appraisals Management support for RM with action plans.** Objectives set and dates of actions. **Action** JM to prepare a probationary period template for RM & RD **Action** TC to carry out Probationary period review after 6 months. TC to prepare a list of weekly objectives asap to circulate to RM & RD.
7. **PO contract transfer/Plunkett** Ongoing but hope to be transferred within 3-6 month period BM
8. **Keys landlord/emergency cover.** JL provided a List of contacts for RB should these be required in the event of an emergency. We should shortly get a key back from LC which AB can hold in the event of an emergency.
9. **Stock collections/inadequate stock levels, out of date stock.** We are still not fully utilising the container and stock levels are still inconsistent in parts, a work in progress but better communication needed between RM & RD re this. Both to be able to order stock at beginning and end of the week. Till training required to figure this and set up system that Bookers know what is low as do we, suggested LS contact Norma Black for on site training or RM to visit Appin shop to gain more till training.
10. **Social media/newsletter.** System now set up that all SM posts from Mairi Campbell will go through RM. Agreed 2 posts a week with "prescriptions in" always posted. MC offered to do a quarterly newsletter AB to liaise with Mairi regarding feasibility of this.
11. **Pool of relief staff/Pay.** Rate of pay Minimum wage. Christopher Willis & Katie Crossan have completed application forms with CW completing trial shift. RM thinks he is a suitable fit and an interview process should be the next steps. Discussion needed to clarify.
12. **Volunteer group for stock collections** organised by RM going well, 2 extra drivers/volunteers on board. **Action** PW to switch out named driver with insurers.
13. Container usage, shelving/padlocks. Agreed to go ahead with shelving & insulation ASAP. **Action** DM. It was noted the area around the container was too muddy to be used and a mat to be provided as temporary solution. **Action** JL.
14. **PAT test/smoke alarms.** Electrician scheduled 28th February. **Action** JL
15. **Staff handbook.** **Action** BM to email JM with her draft to date for JM to add to and finalise policies.
16. **Tobacco & alcohol licences.** All in hand BM.
17. **Papers.** Should be reinstated shortly still issues in delivery but account set up.



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18. **AOB.** Credit accounts only at discretion of managers RM to chase outstanding debts monthly as one of her objectives.

Phone number in shop still proving difficult. **Action.** TC to speak to BT to try to rectify.

Opening hours trial Saturday Afternoons. April to September to capture holiday makers.
Action. LS to establish if RD/RM are willing to cover these hours.

Should have in shop: H&S poster **Action** TC

Procedure for enlisting relief staff. **Action** JL

Date of next meeting. TBC