

## Minutes of Management Committee Meeting

held on Wednesday 1st August 2018 at 7.30 pm in shop

**Present:** Philip Dingle (PD), Alan (AJ) and Elaine Johnson(EJ),Cath Jones(CJ), Victoria McArthur(VM) Dave Seaton(DS)and Roger Steel (RS) + Mick (ML)and Gella Ladner(AL) and Natalie Albrow(NA)

**Apologies for absence:** Shirley Colenutt(SC) and Pete Rushton(PR)

**Declarations of Interest:** None.

**Minutes of last meeting** were read and signed as correct by RS.

### **Matters arising:**

Volunteer training session had taken place on Monday 30th July. Many thanks to NA, Charlie McIlwhan and 6 volunteers who attended this informative session.

### **Staffing issues**

1. Contingency plans for maternity cover have been amended following a previous discussion between RS and NA. Another significant but confidential factor had been added to the equation since last meeting. Following widespread advertising, it is now hoped to appoint three new trainee managers at 20 hours each, in order to keep 100 hours per week covered by paid staff.
2. Applications close on August 3rd and interviews will take place during following week. Several interested parties have already applied, with varying degrees of suitability.
3. As a result of further discussion,with some reluctance, opening hours for shop will be shortened from 1st September 2018, as follows:  
Weekdays: 8am to 6 pm (agreed unanimously)  
Saturdays: 8am to 4.30pm (agreed 4-1)  
Sundays: 9am to 1pm (agreed unanimously)  
Thirty minutes outside these hours will be for opening and closing as usual, with possibility of extending this by 15 minutes on Saturday morning, because of extra work with newspapers.
4. Volunteer shift rota will need to be adjusted....NA will speak to volunteers and ask for preferences.
5. NA will train 3 new managers, if appointed. Other managers will take over other tasks currently undertaken by NA while she is training new recruits in preparation for maternity leave.
6. How to cover managers taking statutory break was again discussed...some further possible solutions will be explored.

### **Finance** (see VM report number 102)

- Bank balances and financial report were presented by VM. Transfers between accounts is being done to cover outgoings, including wages and PAYE/NIC.
- Bills have been paid.
- Sage entries are up to date and reconciled.
- Daily takings issues:

Two potentially major issues have been sorted and transactions reversed successfully. Another is still being investigated. Subject will be discussed at forthcoming Managers' meeting to avoid small glitches, flagged up by SC, occurring.

- AL asked for explanation of how current accounting system works and VM gave brief description of who does what. AL will liaise with PR about Sage and management accounting and offer her expertise, for which many thanks!

#### **Retail sales and Wholesale suppliers** (see report)

- Bookers deliveries- no joy on getting Bookers to deliver, so other cash and carry businesses eg Bestway in Peterborough are being investigated, with urgency. Action: NA will look at their range of products.
- Date for EOY stocktake still to be agreed as, so far, no direction from LB.(Action: VM/PR)
- NA explained potential way of simplifying stocklists for stocktake by reducing number of PLUs listed, many of which are now redundant or superseded. Action: NA to speak to Andrew at ECR to see which, if any, can be deleted or over-ridden.
- Christmas stock from Shirefoods is ordered. Other stock will be bought when it is available from cash and carry. Christmas stock will be stored off site in usual secure location until needed.

#### **Repairs, renewals and maintenance.**(see report)

- Till drawer now fixed, thanks to RS. (*'Sad news for Open All Hours' production team who will now need to look elsewhere for a set in which to film!*)
- Office chair malfunction again flagged by NA...DS has contacts who may have solution. Action: DS
- Whiteboard in office still needing attention Action: RS (*with loose screw?*)
- NA flagged up potential H&S issue with cupboard under café sink not having a childproof lock on it. Action: CJ to purchase lock asap
- RS has seen chemicals stored on floor in janitor area, not on high shelf. Action: NA to remind staff and volunteers about this
- Advertising by local estate agents on forecourt was raised by NA. Eventually, by process of elimination, RS remembered he was looking into it and apologised that other urgent matters had pushed it to back of his mind. Action: RS(with SS) to write to local estate agents to see what interest there is in this idea. He will ascertain how much agents would be willing to pay, rather than state a price.
- DS asked about progress with lockable display board on forecourt. Action: RS to speak to Nick Parravani
- Store building.

PD has now discovered that before applying for grant, planning permission has to be obtained. As there is not 100% support for this major expenditure on a large storage shed, it was agreed unanimously that the project would be abandoned. An alternative, cheaper and more instant solution would be to obtain a smaller building (8'x6') that will fit on concrete pad by bin. PD will liaise with

landlords and Charles McIlwhan (H&S advisor) and report his findings to next meeting. Estimated cost would be ~£500 for building, shelving etc+ cost of insulation.

### **Grants and donations** (see report)

Annual BL report due any time now....

Bat/Moth watch took place on Friday 20th July and was successful, although not as many attendees as hoped. Thanks to VM and SS for organising with Chris Sharpe.

### **Publicity**

Thanks to VM for producing and DS/PR for printing 1000 copies of newsletter, job advert and volunteer recruitment poster. Thanks also to volunteers who delivered them to Rocklands and surrounding villages in blistering heat at short notice.

Weekly Shop News has gone out three times to volunteers and has been well received. Thanks to VM, yet again.

NA raised question of large number of Admin officers on shop Facebook page. It was agreed that this number should be reduced to committee members, managers and appointed persons only, to avoid potential non-shop issues attracting the wrong sort of attention.

### **Events**

Adnam's event on 4th August postponed, due to bereavement . New date to be arranged.

Macmillan Coffee Morning will take place on Friday 28th September in shop- arrangements as usual.

### **Correspondence**

Nothing hugely significant

### **Input from floor**

DS produced delicious samples of jams and marmalades from 'Season's Bounty' with fingers of toast to be sampled.

*Rather sticky cake produced to celebrate RS impending birthday.....in spite of tuneless rendition of 'Happy Birthday' the longed-for rain did not materialise!*

*Loud noises from insectocutor throughout evening indicated demise of several flies, who are out with a vengeance on the heatwave.*

**AOB** for next meeting to include shed

**Date and venue for next meeting:** 7.30pm on August 15th 2018 in shop.

**Meeting closed** officially at 9.31pm