

**Minutes of Management Committee Meeting** held on Wednesday 4th January 2017 at 7.30 pm at pavilion

**Present:** Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel and Mary Trinder

**Apologies for absence:** Shirley Colenutt (who also repeated her offer to help with any jobs she can do from home while she is acting Chief Nurse and therefore unable to volunteer as usual in shop) and Joan Woodroffe

**Declarations of Interest:** None

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

**Matters arising:**

None not covered elsewhere.

**Finance** (see report)

1. Bank balances were given for all accounts, with explanation of adjustments after recent payments. Following some excellent trading days in run up to Christmas, VM has been able to transfer monies between accounts for wages top-up. There was discussion about best way to keep money set aside for wages with BL grant decrease of 20% annually, with recognisable trail for accounting purposes.
2. Sage reconciliation up to date - thanks to PR for seeing in 2017 with just the company of his Sage program in order to get this done.
3. VAT quarter has been done after meeting between VM and KO.
4. HUGE thanks to PR for getting paperwork for annual audit to accountants. Some missing files are being taken asap, along with copies of minutes and newsletters. Stocktake of wholesale prices has had to be done by one person (PR) as with new EPOS system not having all information, finding prices of goods from different suppliers cannot now be divided up to share out the onerous task. Priority has to be to include wholesale prices onto EPOS before a repeat happens, hopefully during 'quiet time' in January. 10% stock check monthly (required by accountants) has not yet happened, so will need to be increased to 15% to avoid problems again in August at End of Year.
5. Bills have been paid up to date.
6. AMM date has been fixed for February 17th in Village Hall. CJ will get on with writing letter of invitation to all shareholders within deadline of 14 days' notice. Summary accounts will probably not be available until AMM date due to length of time needed to complete stocktake.
7. Following negotiations with bank, who are reticent about issuing new cards, it was agreed that JB who, as previous treasurer has already been cleared to have a company

bank debit card, will be 'manager in charge of bank card' and will make purchases up to £50 on behalf of managers, unauthorised by committee. Purchases over that amount will still need to be passed by committee, who will expedite decisions. This should be ok to use immediately as financial clearance checks have already been completed. Other unused cards, currently in safe, will be destroyed, according to bank instructions.

8. More Pensions paperwork has been received and is being dealt with.

9. Global Payments have been asked to keep status quo regarding card machine as agreed at last meeting.

*(Pause for sampling of a savoury concoction consisting of puff pastry, tuna, and various other aromatic and tasty delicacies in shape of pinwheel brought in by would-be MasterChef contender. Judging by speed of its consumption, it was deemed a success and even our resident self-confessed picky eater said he enjoyed it!)*

#### **Staffing** (see Managers' report)

1. Managers' report was circulated and various items discussed. RS has written a letter to managers, (copy on file) highlighting outcomes from last meeting and has been invited to join next managers' meeting on Monday 9th January.

2. Lone worker procedure/protocol had been put into action this week following a late cancellation by a volunteer and proved successful.

#### **Volunteers**

Big 'well done' to managers for filling all shifts over busy period and to volunteers who have stepped in to fill gaps at short notice. All shifts for this week are now full and many for next week also. Maybe soon we will reach our goal of always having a week full in advance, apart from emergency cancellations!

Volunteer training details will be sorted at next managers' meeting.

Questionnaire from Plunketts has been completed by MT and RS and as follow up, RS will investigate a lady from EDP (with MT as a chaperone!!) Watch this space!

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

1. Problem with excess returns to EDP has now been sorted, thanks to NA reducing number of copies ordered. Invoices and checking actual figures may need new system to work more efficiently between shop and Sage.

2. Christmas tree sales at shop were good and raised money for Rocklands Community school and Toddler group.

3. Christmas/Advent Wreaths and cyclamen plants sold well. All Christmas stock has sold apart from very small number of items.

4. Fruit and veg sales still soaring - thanks to NA for putting a button on till so that 'one-off' items can be processed easily, thus increasing our sales.

5. Hamper raffle was a success.

6. Investigations ongoing about getting better purchase price for some goods by visiting a Cash and Carry (PR had to be calmed from his excitement at prospect of yet another new experience about to broaden his daily grind!)

7. Lottery figures over Christmas period are as expected and no cause for concern. Scratch card sales peaked over the week before Christmas.

8. Record daily takings was recorded just before Christmas, largely due to Barnards' meat sales.

### **Repairs, maintenance and renewals**

New Mop has been test-driven, but it was felt to be too flimsy for shop use, although it performed well on the floor. Managers will be asked to purchase a new mop that is suitable for heavy use. *(Mention has to be made of DJ who managed to work out how to operate the trial mop where many others had failed, in spite of have never been seen to wield a mop in the last 45 years and 5.5 months! With such skill demonstrated, his list of domestic duties may be extended shortly.)*

Carpenter has adjusted door so it now operates properly and new door mat fits underneath it.

BT bill of £294.54 has been received following a call-out due to breakdown of Paystation saga that had gone on for far too long. This was felt to be excessive (calls for the period came to only £0.45) so RS will query with Federation of Sub-postmasters to see if they can help with the issue and if we are indeed liable, rather than PO or King Security. There had been no warning that callout charge was that amount. There was a reminder that all PO calls should be on PO phone line and that there is a prefix that can be dialled to lessen call cost further. Itemised call charges are quite high each month so maybe some savings can be made here?

Gazebo was dismantled, dried and removed on Boxing Tuesday by RS, and A&E. Forecourt is becoming quite dangerous now with extra parking space so this will be monitored.

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

Donations have been good over Christmas and will be collected from shop tomorrow.

Six month BL report is due soon so there was considerable discussion about how to record our achievements in reaching isolated community.

Outcomes:

- ARo will be asked for dates when he can lead computer training sessions
- Cancer specialist nurse will be contacted to advise about setting a support group

- Oddballs group with age range of 50+ to 95 years will be asked to perform 7 routine tests that could save lives and possibly stave off dementia?
- Cycling group will be started with regular planned rides that are accessible to all abilities and ages, probably on Sunday afternoons (as advised by VM who has ascertained the optimum time from her atypical reading of Daily Star apparently!!)

Meeting between VM and Penny Sorensen is taking place shortly.

### Events (see report)

Christmas Eve carol singing was very well supported and raised substantial amount for Pancreatic Cancer Research. Thanks to Youth Club for donating mince pies for the event and to A&E and CJ for providing mulled drinks.

Cycle rides-dates TBA (see above)

Annual Members' Meeting Feb 17th in village hall (see above)

### Publicity

NLs will be put on website (MT to contact SB to do this)

Christmas cards were delivered early and were well-received. Thanks to RS and delivery team.

Next NL will go out at end of month when there is more to report

### Website and IT

All running smoothly

Correspondence covered elsewhere in meeting

### Input from floor

MT shared some positive anecdotes about shop- all very encouraging!

### AOB

Committee succession issues in preparation for AMM....

Action points covered from this meeting should be emailed round when completed. Any problems encountered should also be emailed round so all are aware of what is going on.

Date and venue for next meeting at 7.30pm on 18th January 2017 in pavilion (unless we hear to contrary!)

Meeting closed officially at 21.32pm (well done Mr Rusty!!)