

Minutes of Management Committee Meeting

held on Wednesday 4th July 2018 at 7.30 pm in shop

Present: Cath Jones(CJ), Victoria McArthur(VM) Pete Rushton(PR) Dave Seaton(DS)and Roger Steel (RS) + Mick and Gella Ladner (and one very irritating fly who refused to play nicely and go outside.)

Apologies for absence: Shirley Colenutt(SC) Philip Dingle (PD), Alan (AJ) and Elaine Johnson(EJ),

Declarations of Interest: None.

Minutes of last two meetings were read and signed as correct by RS and Mick and Gella Ladner welcomed by RS and a potted history given.

Matters arising:

None not covered elsewhere

Finance (see VM report number 100)

- Bank balances and financial report were presented by VM. Transfers between accounts is being done to cover outgoings.
- Bills have been paid. (Coldlink invoice had been queried as not all units functioning properly yet because parts awaited, but bill has been paid)
- Sage VAT entries are up to date, ready for VM meeting with KO on 6th July. Invoices are also almost up to date on Sage.
- Daily takings sheets now being checked three times and less discrepancies noted. Credit card entries still presenting occasional problems, with wrong button being pressed on EPOS after processing card transactions. Ways of reducing potential problems were discussed including possible re-arranging display so that cash and card buttons are not next to each other.(Action: DS)
- Gella offered expertise on management accounting and help on Sage input....offer will be gratefully accepted!

Retail sales and Wholesale suppliers (see report)

- Bookers deliveries still not finalised but some progress made....NA asked to chase from shop as a pincer movement may reap better results.
- Update on supply of Dann's Ice creams given by RS, which was followed by discussion about necessity of purchasing a new designated freezer. It was agreed that, to start with, we would buy a selection of different varieties and sizes and sell them from exist-

ing freezers, as although the product is excellent, it is very much 'top end of the market' and may not sell well. RS will complete form setting up an account, using contact details as agreed.

- DS provided details of 'Season's Bounty' jams and marmalades. This is an excellent product but very expensive and not for 'everyday use'. DS will obtain a sample box to see how they sell. Current supplier does not provide list of ingredients or date so RS will speak to MaB to see if this can be rectified. It was also agreed that sales of all food items should be organised through EPOS system in future.
- New milk supplier has now started deliveries...so far, so good! Retail prices are to be same as before, although purchase price is marginally higher.
- Supplies of fresh crab and smoked salmon are being brought to shop on Thursday mornings during season, when available, to be sold at competitive price on same day. Test run sold out within minutes so looking hopeful! Orders can be made in advance but as this is a seasonal fresh product, supplies cannot be guaranteed.
- Paper carrier bags still being investigated
- MR and a small band of willing helpers are starting a 10% stock check on 24th July. Hopefully, this will be properly operational during next financial year.... Date for EoY stock check was discussed but not finalised.

Repairs, renewals and maintenance.(see report)

- Blinds mended
- RS is getting professional advice from villager about fitting disabled facilities e.g. hand-rail in toilet
- Minor repairs were flagged up and notes taken...
- New shelving and noticeboard has been installed thanks to PD and is being filled.
- Update and discussion on new storage shed was deferred until PD able to attend meeting with NA.
- No progress on doormat, but some suggestions have been eliminated - now waiting for RS to get hold of dance floor tape
- NA will give list of her wish list of capital items to RS
- Back up disc has been installed on computer (4TB) and old disk passed to RS for safe-keeping. Thanks to DS and PR. Lots of technical discussion but it was agreed that an Uninterrupted Power Supply (UPS) is needed at cost of ~£100. Action:DS

- PO closure on 6th July from 1pm for maintenance work has been advertised in shop and online.

Volunteers (see report)

Shortage of volunteers during current hot weather and holiday season, but no known closures so far. Some volunteers who haven't been doing shifts recently are being followed up. Now exams are over, younger volunteers will be encouraged to cover shifts more frequently.

Grants and donations (see report)

Ideas for showing how we reach rurally isolated villagers were discussed and suggestions for those who might be willing to provide case studies for BL will be followed up.

Publicity

RS has produced a poster to go into what used to be Harrod's of Hingham (now closed as shop) advertising PO opening hours in Rocklands. DS will tweak and PR will put it up.

Correspondence

Letter from POL will be passed to GDPR officer for action if necessary

LB have sent letter asking if we require tax investigation cover- agreed unanimously that it is not necessary.

CJ issued invitation to Joan Dove's 90th Birthday celebrations at St Peter's Church on Sunday July 8th at 10.30. Card was signed by all.

Input from floor

None, not covered elsewhere.

AOB for next meeting to be sent to RS in good time.

Date and venue for next meeting: 7.30pm on July 18th 2018 in shop.

Meeting closed officially at 9.35pm (ish!) but more informal discussion continued for a considerable time.....