

**Minutes of Management Committee Meeting** held on Wednesday 5th July 2017 at 7.30 pm at pavilion

**Present:**, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, John Rose, David Seaton, Roger Steel (from 8.09) and Mary Trinder + 3 persistent and irritating flies.

**Apologies for absence:** Shirley Colenutt, Malcolm Robertshaw, Pete Rushton 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)

- Bank balances were given for all accounts. Wages and NI paid.
- ECR has been in contact again regarding CSV snapshot of sales analysis and finally progress is being made.
- VAT meeting has been arranged for Friday 7th July with KO
- Letter from Co-op Bank has been received explaining that cover for up to £85K is now available if bank fails.
- Letter from Scottish Power is confusing and being sorted by PR and VM
- Letter from LB offering insurance cover is irrelevant as we are covered by NFSP
- Business committee report was given by DS following meeting held on 30th June and attended by DS, RS, VM and PR. Original business plan was reviewed and key objectives for short and long term identified. A draft copy was distributed round and discussed. Any further comments or ideas will be welcome- please pass to DS, who recommended a quarterly review to ensure targets were on track.

**Staffing** (see Managers' report)

Appraisal for 4th manager is taking place on July 11th.

**Volunteers** (see Managers' report)

Volunteer to produce letter for volunteers has been visited by MT and has been given relevant material to be added to information from managers. Info will be sent round by MT to all committee for perusal and comment.

Copy of volunteer shift rota has been in place and has received favourable comments.

Still a lot of shifts not being filled until last minute on rota, partly due to holidays and sickness of some volunteers who are usually able to fill in gaps.

A couple of volunteers have suggested amendments to rota times. Managers will be asked to canvass all volunteers for their opinions and if necessary, make up a new time schedule.

Original rota was drawn up to include 30 minute crossover time at lunchtimes to enable manager to have break if necessary but with 4 managers, this may no longer be needed. However, it was considered important to arrange shifts to fit in with school drop off and pickup times so that mums could still volunteer.

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

EJ will have meeting with JW to sort out remaining issues regarding newspapers. SC is doing sterling job sorting the paperwork involved, which is far from simple. Thanks to EJ for covering this when SC was on holiday.

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

1. Pie heater- no further news.
2. Coffee machine swap is due to take place tomorrow (6th July) with new machine being installed as soon as Calypso machine has been taken out. Managers have recommended an increase in all cafe prices to coincide with new machine. These were discussed and it was felt by all that a large increase, even though it is the first since 2014, would not be popular or acceptable to many local customers and could result in a reduction of sales. After considerable discussion, the following prices were agreed:  
Coffee .....£1.60 and £2.00  
Instant coffee and tea.....70p per cup and £1.30 per pot  
Earl Grey tea (and other specialist teas) 85p per cup and £1.50 per pot  
Regular cake....£1.60 per slice  
(Special 'guest cakes' when available to be priced higher accordingly)
3. Colour Laser for printing newsletters will be bought by MT with advice from DS and will be stored at her house.
4. New a/c unit has been installed and is working well. Reminders will be put up to keep doors closed in order to avoid inordinately high electricity bills. So far, shop temperatures have been much lower, even in a hot spell, hopefully making it more comfortable for workers and customers.
5. Upright freezer is still not maintaining required temperature so is being monitored empty. If it continues to do this, in spite of cooler air temp, Coldlink will be called out again.
6. New hand towel holder has been acquired and will be installed by RS when he has a minute to spare. CJ to write letter of thanks to VH for the donation.
7. Hatch has been repaired by RS and blinds are on his 'To do' list.
8. RS and MR will repair WTGN stand
9. Useful contacts list has been typed out by DS and passed on to everyone for future reference. (Nostalgia was expressed for old list written in MR's very best handwriting and almost legible by all but it was felt that we must attempt to work in 21st century and allow technology to take precedence.) Copies will be laminated and displayed by phones in office and shop.  
Some maintenance/repairs is responsibility of landlords so any breakdowns involving electricity or water need to be referred to AJ and EJ for action.
10. Request from RS that all information about contracts and their renewal dates is passed to MR **immediately** so we do not miss any important renewals.

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

Unfortunately, Chris Sharpe is too busy to organise Moth Trap and/or Nature Walk at present. Alternative leaders are being sought.

Cycle Club ride was cancelled last Sunday due to unforeseen circumstances but should go ahead again on July 9th as usual.

UEA monitoring contract is being examined and should be in place by September as planned.

VM will be named contact but is looking for a 'backstop' if she is unavailable. CJ offered to do this.

BL mid-term report likely to be due soon.

### **Events**

Nothing before Macmillan Coffee Morning in September.

### **Website and IT + Facebook and twitter pages**

Thanks to SB for keeping website and Facebook page up to date.

### **Publicity**

MT has quote for A2 A boards at £58.50 each. Actual wording will be looked at before ordering.

Next newsletter is due - hopefully new laser printer will be purchased by then!

Pile of PO leaflets has been found by NA but RS and MT think RS' new prototype might be more suitable.

### **Correspondence**

None not covered elsewhere.

### **Input from floor**

It was agreed that further trips to visit other community shops would take place over the summer, to share good practice and get ideas.

Unfortunately AJ hasn't remembered his punchline yet....and has probably forgotten the original joke too by now!!

### **AOB**

Any items for discussion to be given to RS in good time before next meeting.

**Date and venue for next meeting** at 7.30pm on 21st July 2017 in pavilion (unless we hear to contrary!)

**Meeting** closed officially at 21.45h.