

Minutes of Management Committee Meeting

held on 6th November 2019 in shop at 7.30pm

Present: PD, CJ, DS +JW, AJ & EJ

Apologies for absence: VM and PR

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Matters arising

1. Faulty light in cubby hole will be replaced during w/e of 16/17th November, after replacement unit is collected by DS. Other work on lights will be done at the same time, to comply with regulations.
2. New light in old Pepsi fridge is outstanding. Action: JW
3. Thanks to JW who has obtained quote for corporate T-shirts with Heat press logo at £2.80 +VAT each. Polo shirts and embroidered logo would be added cost.
4. Badges have been ordered for volunteers and team members (individual choice.)

Managers' Report (from JW)

1. Volunteers

Several volunteers have asked to be trained in PO duties and some have started looking at procedures. Realistically, it is unlikely that they will be ready to work independently with their own POL logins until after Christmas now, due to increased foot-fall in PO at this time of year.

Two volunteers have expressed an interest in using back office computer for stock input and a separate volunteer login has been created for them.

2. Staffing issues. MaB has injured back and is off sick at present, pending diagnosis and treatment. Paula Smythe has been approached by DS to ask if she would be willing to provide emergency paid cover, and she has agreed in principle. MiB will liaise with her to arrange details and an emergency managers' meeting has been convened for Friday 8th at 12.30 (PD will also attend.)
3. NLs have now been delivered to all households in Rocklands and most of Caston. Many thanks to all involved, from production, through printing, collating and delivering....a great team effort.
4. Wine tasting evening is taking place on Thursday 7th November from 7pm. Arrangements are all in place and it is hoped there will be a good turnout that results in increased sales for shop. Thanks to managers for arranging this event.
5. Raffle for Christmas Hamper is being organised. Thanks to PR for providing a hamper and Jane Stubbs for creating her magic and transforming it into a wonderful prize.
6. Christmas stock is on shelves and decorations will be put up during next few days. Luxury gift items have been priced very much cheaper than other local outlets so this will be advertised and hopefully mean that they will sell well.
7. JW has produced a snapshot of sales figures comparing July - October turnover from 2018 and 2019. These are cause for concern and possible reasons were

discussed. It was suggested that a meeting, consisting of committee and all managers + any volunteers who have an opinion, is called to discuss the way forward to talk about strategies and this will be arranged with some urgency. (Following the meeting, VM produced a more detailed set of figures comparing the sales figures over a wider time span and these are even more worrying.) Profit margins need to be examined carefully and cost prices checked on each invoice to ensure margins are kept up to date.

8. November edition of 'Rocklander' magazine has not yet been received with no explanation. Possibility of advertising in Parish Pump was also discussed.
9. JW will give details of ECR training with relevant staff when trainer is available tomorrow for confirmation.

Finance

1. No current financial statement was available
2. Thanks to JW for producing a stock valuation sheet for a second time, which appears to be un-corrupted this time. PR will sort finer details and final figures will be sent to accountants asap.
3. Archant is closing down and EDPs will be dealt with by Menzies shortly. All paperwork (including checking delivery notes daily etc) must be kept meticulously to avoid confusion over invoices, especially during changeover period in order to avoid serious losses.

Confidential issues regarding ensuring an inclusive environment for all customers and staff have had action taken. There will be some follow up but for time being, situation appears to be resolved.

Correspondence

1. Shena Scholes is hoping to form a committee to arrange a Street celebration commemorating 75 years since VE DAY in May 2020. This will be put into Shop Notes this week and JW volunteered to represent RCS on organising committee.
2. JW will speak to Darren from Coldlink following a written quote from him about the Fruit & Vegetable chiller, as this does not match previous conversations.

Next meeting will take place on 20th November at 7.30 in shop

Meeting closed officially at 8.31pm (an all time record!!). Thanks to A&E once again for providing biscuits.