

**Minutes of Management Committee Meeting** held on Wednesday 6th December 2017 at 7.30 pm in the Pavilion.

Present: Alan and Elaine Johnson, Cath Jones, Malcolm Robertshaw, John Rose, Mary Trinder (+ 10 year old William)

Apologies for absence: Shirley Colenutt, Victoria McArthur, Pete Rush-ton, Dave Seaton, Roger Steel, and Joan Woodroffe. (VM and RS in attendance at Plunketts Award ceremony in London)

Declarations of Interest: None.

Minutes of last meeting were read and signed as correct by MR who chaired meeting in absence of RS

Matters arising:

**STOP PRESS NEWS!!**

News had just come in from RS and VM that RCS had won the prestigious and coveted Plunketts 'Rural Community Co-Operatives' award for the East of England!! What an accolade for everyone who has been concerned with shop since its conception in 2013!! Well done all!!

Decision about shortening opening hours has had to be deferred to next meeting as only half committee able to be present tonight, but discussions are still going on behind the scenes to reach the best solution.

Finance

Bank balances were presented by MR.

Any other essential financial matters will be on hold till next meeting, unless urgent, when they will be passed round by email for information/comment/action.

Staffing

MM did her last duty in shop on November 30th and has been presented with a gift from all committee + Alan and Elaine. Thanks to MM for all her hard work and dedication since shop opened!

RS, JR and NA interviewed applicants for part-time manager and offered job to Joe Thomas, who has lived in Rocklands since he was very young, who has retail experience and is now involved in running a family business, the White Hart pub in the village. Joe started training on December 3rd and is picking it up very quickly! However, since all

are aware of the vagaries of Horizon system, he will probably not be able to 'fly solo' until into the New year.

Unfortunately, JB has been very ill and in hospital at about the same time, so many thanks to NA and MB who have filled in empty shifts together with hours from EJ and PR who have also managed to find time to plug gaps at this, the busiest season for PO! Latest pleasing news is that JB is now much better and hoping to return to work on Monday 11th December. He will be on 'light duties' only and a strict eye will be kept on him to make sure he is not overdoing things!! NA has made an emergency duty rota for staff up until Christmas to cover the season.

More applications for the other manager role have been received and interviews for that will probably take place early in 2018, after consultation with JB as to his preferred retirement date.

#### Volunteers (see report)

Volunteer shifts have been filling most of the time during the last month as volunteers have rallied round to support the shop at a difficult time. Robin Trewartha, a stalwart volunteer with lots of experience in recruiting volunteers, has spoken to NA and will forward some written ideas for consideration in new year.

UEA surveys have been completed and returned by a good number of volunteers and several telephone interviews have taken place.

Volunteer party will wisely be postponed until March to celebrate shop birthday, when there should be more time to organise it properly.

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

Sudden announcement on news last week that our wholesaler, P&H has gone into liquidation and has ceased trading has caused all sorts of problems. Staff, committee and public have rallied round to try to ensure that we can carry on with possibly a limited stock until new contracts can be negotiated with a new company. In the meantime, cash and carry runs have been made to Bookers. Many thanks to PR, AJ and all others who have stepped up to ensure we have continued to function almost seamlessly. PR is currently negotiating new contracts for milk deliveries...not as easy as it would seem!

As our invoices for P&H are paid in arrears, it should not present a financial hardship.

It was agreed that in longterm, cash and carry runs are VERY labour intensive and unsustainable, so finding a new supplier is best option.

### Repairs, renewals and maintenance.

No further advance on new shed at back as other events outside our control have taken precedence.

Firewood shed needs attention urgently (AJ to make temporary fixing)

New doormat required urgently as old one is trip hazard. CJ recommended a runner size mat that would collect more dirt off feet.

Ambient temperature in shop during winter months will be monitored to get best balance between staff comfort and best temp for stock esp fruit and veg.

### Grants and donations

Villager has asked NA if shop would sponsor his motor cycle racing in return for perhaps a logo on his leathers. It was agreed that this was not really the right thing for a community enterprise so the answer was 'No'.

### Publicity

NLs were delivered in Rocklands last weekend.

### Events:

Adnams Wine Evening took place and appears to have been successful although slightly less footfall than usual.

Christmas Carol singing session will take place outside shop on Christmas Eve at 11 am. CJ has organised carol sheets and will provide ingredients for hot non-alcoholic punch that AJ will heat up and serve on day at 50p a cup, in aid of Pancreatic Cancer Research UK.

### Website & IT:

Thank you gift token was sent to Matt Johnson to thank him for doing Virtual Reality Tour. This is now live on website. More blobs can be added at later date.

Thanks once again to SB for keeping all IT up to speed and looking professional.

FB page is getting more and more likes – we will soon be able to describe ourselves as a viral sensation!!

### Correspondence

Thank you card from Matt Johnson has been passed on via Elaine!

### Input from floor

### AOB:

To be sent to RS for inclusion next meeting.

Date and venue for next meeting at 7.30pm on January 3rd 2018 in pavilion

Meeting closed officially **8.42 pm OFFICIALLY A RECORD!!**