

Minutes of Management Committee Meeting held on Wednesday 7th September 2016 at 7.30 pm at pavilion

Present: Shirley Colenutt, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw (9.05) Pete Rushton and Roger Steel

Apologies for absence: Mary Trinder 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. VM gave bank balances. Next tranche of BL money for wages has been received. There will be some adjustments of monies between accounts.
2. Daily takings sheets are up to date and bills paid.
3. Meeting with KO regarding VAT quarterly payment is scheduled for 16th September. Some gremlins have re-appeared in EPOS regarding VAT so VM will contact Andrew from ECR for further advice.
4. EOY stocktake is complete. This had to be done manually again as there were unacceptable discrepancies between EPOS system and actual stock. Notes of thanks will be sent to all who gave up time over and above the call of duty to complete the manual check, some who worked until 1.45am to complete the task. **Action: CJ** All who helped, managers and volunteers as well as committee and family members, are much appreciated. The painstaking (and time-consuming but accurate) task of going through lists of stock (60+ pages) and finding cost prices is now underway.....hopefully by next year the EPOs system will have wholesale prices as well as retail to make this task easier. Many thanks particularly to PR who is doing most of the work, although he was persuaded to let others have a share of the fun too!
5. Business committee have met to discuss Pensions and have come up with recommendations for way forward. This will be voted on at next meeting when more voting members are present. VM will also ask advice from KO when she meets her.
6. Remaining money from quiz has been counted and will be banked pending a suitable purchase.

Staffing(see report from NA)

1. Following a request from staff, Christmas and New Year opening hours were discussed. The following shop opening hours (+ extra 30 mins at beginning and end for admin)were agreed and will be suggested to managers:

Christmas Eve (Sat 24th) : 7.30 - 4 pm

Christmas Day (Sun): CLOSED ALL DAY

Boxing Day (Mon 26th): 8.30 - 1 pm (no manager needed as PO not open)

Bank Holiday (Tuesday 27th) - 8.30 - 1pm

New Year's Eve (Sat 31st) - 7.30 - 4pm

New Year's Day (Sun): CLOSED ALL DAY

Bank Holiday (Monday 2nd) : 8.30 - 1pm

These times will be advertised in newsletters and in shop and local parish magazines.

2. A verbal complaint has been made by a customer regarding 2 PO transactions (1 historic) that have not been done to her satisfaction. NA has been made aware and will initiate further PO training where necessary on transactions that CANNOT be done at PO, even though Horizon system appears to allow them.

Retail sales and Wholesale suppliers (see report from NA)

1. Fruit and vegetable stock is still very low much of the week, with customers frequently disappointed. Current supplier has been asked to improve supplies but this doesn't seem to be happening regularly so PR will investigate Burrows who are opening a wholesale depot at Wicklewood. RS will speak to NA for a final decision.

2. Lottery sales seem to be going down so will be flagged in next newsletter.

(Pause for wonderful baked cheesecake with stewed plums made by VM - many thanks, once again Vix !)

Repairs and renewals

1. Fruit and veg is now displayed in lovely new baskets (thanks to NA for cutting plastic liners from old tablecloths for cleanliness).

3. *(Pause as first fly of evening, known as Stephanie, was swatted by VM and body disposed of immediately by perp)* Small countertop milk chiller has died in cafe and NA has requested an under counter fridge to hold other items e.g. pies, sausage rolls etc. RS will get a pre-loved one, once it has been established if domestic appliances are acceptable for this purpose **Action: PR**

4. RS is making new shelves to go next to local produce area **Action:RS**

5. Dishwasher has been removed from stockroom at request of managers and replaced by spare ice cream freezer. Enquiries will be made as to whether it is a requirement of cafe to have a dishwasher **Action: PR**

6. VM has bought a unit for under till to house random pots (*great disappointment was expressed that this was not hand crafted in true Vix-style, but a plastic commercial unit-standards are slipping!*)

7. Shelving in stock room will go up at weekend (*which weekend wasn't stipulated!*) **Action: RS**

8. New Wall's freezer was delivered on 5th September and 'free' stock worth £600 will be in on Friday 9th.

Volunteers

Shifts have been filled during holidays but there has been a slight problem since schools re-opened, partly because many volunteers are now taking holidays.

Further training may be necessary for some volunteers especially with new protocols for transfer, wastage etc. as mistakes are still being made.

All volunteers will be asked to sign checklists when on duty showing they are aware of all procedures and highlighting areas that might need further training.

Grants and donations (see report)

BL report was done and sent in by VM at correct time. Some adjustments have been made following feedback from BL. Many thanks to VM for all work put into this.

Some predicted spending has not been activated regarding consultancy on feedback. This is now being arranged via UEA, hopefully.

VM has devised a form for feedback regarding events to ease reporting back to BL which should make more accurate records of numbers attending and demography.

Events

Marion's weekend is being advertised (Sept 10th and 11th) and also Macmillan BIG Coffee Morning (30/09) RS has wine that could be used as raffle prizes if required.

Managers are hoping to organise a Saturday Craft Saturday before Christmas - there were some concerns that this does not clash with Craft Fair organised by St Peter's Church on December 10th, when SC is having a stall and may sell her calendars. VM suggested a 'Calendar Boys' theme this year and made a list of suitable models..... AJ asked to be Mr January and had to be stopped from displaying his chest as a demonstration of his manly attributes.

Hallowe'en quiz suggested but SC doubtful about producing a second quiz in one year. Consensus was to do it again in 2017 as it is possible to overkill a successful fundraiser.

Publicity

Newsletter has been distributed in Rocklands and also in Caston and Northacre, who also had a flyer insert for info (thanks to all deliverers). Possibility of delivering in Griston and Gt Hockham was discussed for next NL.

Website and IT

Simon Best has kindly agreed to be responsible for all website. Items to be put on need to be sent directly to him by managers and others for inclusion.

CJ will be responsible for RCS Facebook entries when she has been given Admin status. A tweeter will be sought to do similar on Twitter (*MR was gently resuscitated after he visibly paled at the thought he might be asked to do this*)

Correspondence

Lady about to move into Rocklands shortly has offered her services, possibly on committee. RS is keeping in contact with her.

Input from floor

RS gave early warning that he is considering not standing for re-election at next AMM as he feels we need new blood.

(Another fly bit the dust at PR's hand)

AOB for next meeting - 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.

Calendar Boys; Pensions; Dishwasher; Fruit and Veg

Date and venue for next meeting at 7.30pm on 21st September 2016 in pavilion (unless we hear to contrary!)

Meeting closed officially at 9.39 pm when further beverages were brought out and consumed amid ribaldry and bantz.