

## **Minutes of Management Committee Meeting**

held on Wednesday 9th September 2015 in shop at 7.30 pm

**Present:** Shirley Colenutt, Robert Gray, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton (arrived at 8.03 having been on another Mercy Mission) Roger Steel, and Joan Woodroffe

**Apologies for absence** were received from Natalie Albrow, John Borrill and Jan Swaddling

There were no **Declarations of Interest**.

**Minutes of last meeting** were read and signed as correct

### **Matters arising**

Electrical equipment testing has been done and correct certification has been applied (thanks to RS for facilitating)

Further thanks particularly to NA who has put in very long hours to keep shop going during staff shortages. Also to PR for extraordinary efforts to stay awake in order to keep things buoyant.

### **Finance**

**RS** gave the current bank balances in all accounts, with outstanding bills paid up until 8th September.

First tranche of BL money has been deposited in BIG account and is designated for wages as agreed. Accountants will be approached about best way to manage tax situation if we save money towards paying wages when grant monies have run out- RS' suggestion of Cayman Island account was considered extreme although there was no shortage of offers to deliver funds there personally.

It was agreed to put pay scales in place for managers and various possible options of increasing pay were discussed e.g. performance related bonuses (in style of John Lewis) Thanks have been received from managers for recent increases.

*(Pause for hot drinks and Vix' carrot cake, augmented by arrival of PR with his sharing platter of savoury delicacies. An update on latest medical conditions of various members was given and best wishes to JB in hospital.)*

Stocktake had taken place in time for EOY on August 31st- many thanks to all who gave up valuable time to complete 55 pages of detailed lists. Next task is to find actual values of stock, a task that will be shared out between more willing volunteers.

### **Staffing and job applications**

10 applications have been received from latest adverts but no shortlist agreed yet. Lots of paperwork needs to be completed for BL scrutiny about our processes for appointing 4th manager. Many applicants have no relevant experience for position and will not be called for interview.

MBa has completed 4 weeks of training in PO and is now doing some 'solo' shifts. All going well.

**Volunteers** (see report from VM)

New volunteers are doing well and shifts are filling up quite well.

### **Retail sales and Wholesale suppliers**

1. Shortened opening hours for 3 weeks during holidays had solved empty shifts problems but caused other issues so there will need to be more discussion before next holiday period.

2. Report about possible new Fruit and veg supplier (Hingham) given by MR.

• Disadvantages:

Sale or return not offered ( This was not considered to be a problem as reduced items have not been available for customers)

All produce comes from London ( but MR has found all suppliers seem to do this, even when produce is grown locally) but is excellent quality

• Advantages:

Daily 'top up' delivery of fresh produce if required, if order placed before 3pm previous day.

Prices guaranteed to be no higher than current supplier and often lower.

No minimum requirement needed for delivery.

Removal of wooden shed on forecourt will free up space for long-promised bike rack.

MR will continue to negotiate with managers and decision made asap. as far as we are aware, there is no formal contract with current supplier.

3. Staff will be reminded that potatoes MUST NOT be left in light or they will go green and poisonous - they should be kept in labelled sack

4. Storage of mushrooms was discussed

5. SC reported that bread wastage has been very high recently. PR and CJ explained that this is possibly due to fact that 'relief managers' have been slightly out of depth and sometimes forgot to change bakery order at end of day (is now added to list of tasks at end of day!) Bread consumption is lower in holidays and orders should take this into account!

6. MM has had meeting with rep from Adnams Brewery and has distributed proposals by email. Excellent proposition and MM will be told to go ahead. Cheaper wines that are popular with some customers will still be ordered from P&H.

7. SC has produced prototype of RCS Calendar for 2016, which will be proof read for errors before production- thanks for this SC!

**Repairs, renewals and maintenance.**

Crockery in café needs replacing as looking rather 'tired'. As it was donated and secondhand originally, it was agreed to let MR investigate new mugs (10 x 12oz and 20 x 8 oz) saucers, and plates.

Gazebo will be dismantled and stored off premises after end of September.

New outside chairs and tables will be investigated for next year but security could be an issue.

RS will draw up a forecourt plan incorporating gismos e.g. horse, dog and bike storage with the aim of having all installed by Spring at very latest.

New contract for electricity has been sorted by PR.

PR has not yet managed to source a fridge/freezer suitable to replace stockroom model but is working on it.

*(Pause to watch RS enjoying his slice of carrot cake to accompaniment of several flies meeting their demise in noisy fashion in insectocutor)*

Coffee machine has been making funny smells (Possibly attributable to customer in cafe so no conclusive evidence in spite of VM's super olfactory senses) and displayed strange error message on Sunday. Milk tube has been clogging and needs watching to make sure it is hygienic and clean.

### **Grants** (see report)

Money now in bank.

VM and SS will have meeting soon to finally sort questionnaire.

### **Publicity and Events**

Leaflet almost ready for printing - just needs few minor amendments to photos and logos and details e.g. address and date added. Colours have been modified.

MM is arranging publicity for Macmillan coffee morning on September 25th. Arrangements in hand.

NA is arranging Christmas Craft Fair stalls on Sat afternoons again from end of October.

Hallowe'en Week preparations underway, to be started by quiz organised by SC and LT on 24/10.

### **Website & IT**

Website still being updated - VM working with SB and lots in pipeline.

Some items eg Lottery appeal need removing as out of date.

Plunketts have agreed in principle to allow website training as part of their membership package. VM investigating a Cushy course but this may not be funded by current arrangements so Esme Fairbairn may need to be approached again.

### **Correspondence**

None not covered elsewhere.

### **Input from floor**

Thanks to refreshment providers as always.

RG thanked all for card and good wishes and was pleased to report he was feeling much better than before - had even managed to enjoy party food at meeting tonight!! Great news!

**AOB** to be discussed at next meeting

Strategic planning for future e.g. renewal of contracts

**Date and venue for next meeting** was agreed for 7.30pm, 23rd September 2015 in pavilion

**Meeting closed** at 9.44pm (apart from washing up!)