

Minutes of Management Committee Meeting

held on 9th October 2019 in shop at 7.30pm

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

Apologies for absence: PR and SC

Declarations of Interest: None

Minutes of last meeting were approved and signed by DS.

Matters arising

1. ECR training for managers arranged for 15th October. MaB will cover shop during that time.
2. Staff contracts in hand
3. In order to be compliant with new electrical regulations, special fittings need to be added to LED lights. JW will set up shop Ebay account so old lights can be sold off.
4. Under till safe has been purchased. AJ will fix securely in place.
5. DS will get a sample of material for advertising on tobacco cupboard to test to see if it is feasible to be used for publicity.

Managers' Report following their recent meeting :

1. Volunteers

Managers have come up with ideas for engaging volunteers more eg Volunteer raffle where volunteers are given a raffle ticket for each shift completed for a small prize draw.

Some chosen volunteers will start basic PO training soon.

2. JW will get necessary accounting information to PR shortly
3. Aim is to get NLS produced and distributed regularly each quarter.
4. Wine tasting evening planned for November to catch Christmas trade.
5. There will be no volunteer Christmas Party this year because of busyness of season. Quiz arranged by MaB has been put on hold because of clashes with other events in village to be held at same time.
6. Feed back on cakes has been mixed. General opinion is that portions are too small for £1.75 in comparison with previous cakes, so managers are looking into this. More attractive cake displays are also planned.
7. Thanks to NA for tidying up office.

Finance

1. Bank balances given by VM.
2. Bills have been paid by PR and Sage reconciliation done.
3. New design of Daily Takings sheet has been done and is currently in use.
4. No further update from BL

Report from Robin

There was further discussion about some of suggestions and some ideas came out about promotions eg corporate T-shirts etc.(JW to investigate costs with a contact he knows.)

Correspondence

Letter from BT about Broadband usage was discussed and JW confirmed that he is monitoring situation, but at present has no idea why we seem to be using so many Gb as main computer and laptop usage is much less. Possibility of customers downloading films, apps etc will be investigated but unlikely to be the cause.

Confidential issues were discussed and recorded separately.

AOB to be discussed at next meeting
AMM date

Next meeting will take place on 23rd October at 7.30 in shop

Meeting closed officially at 9.15pm. Thanks to A&E for chocolate biscuits.