

Minutes of Management Committee Meeting held on Wednesday 10th August 2016 at 7.30 pm at pavilion

Present: Cath Jones, Pete Rushton, Roger Steel, Mary Trinder, Shirley Colenutt, Alan and Elaine Johnson

Apologies for absence: Victoria McArthur, Malcolm Robertshaw and Joan Woodroffe

Declarations of Interest: None

Minutes of last meeting were read and signed as correct by RS

Matters arising:

Two possible new committee members have been approached already but no definite positive replies yet. Another will be asked shortly. **Action:RS**

Finance (see report)

1. In absence of VM , RS gave out and explained all bank balances. Sage is reconciled up to date and bills have been paid. Last tranche of first year's grant towards wages has been received. After a query, RS and PR explained that money has been ring-fenced for 'future-proofing' but that there are sufficient funds available for any retail stock that needs to be ordered. PR reported that £1k will be debited from accounts shortly, after a very recent payment.
2. VAT discrepancy in daily takings appears to be improving and on some days has disappeared altogether. Well done to all concerned!
3. With end of year rapidly approaching, and her forthcoming change of work direction in September, there was considerable discussion about how to lessen workload on VM as treasurer. PR will pay bills during her holiday absence. System is working well at present, with PR and VM familiar with all processes so it was decided to explore route of finding another person to take over position of Company secretary so that PR has less workload too. PR and RS will draw up a 'job description' and we were reminded that Company Secretary does not have to be a committee member, although s/he does need to be familiar with shop procedures and systems. **Action: RS and PR**
4. Daily takings seem to be improving and last Saturday saw a record figure. It was agreed to explore the holiday trade locally and get flyers in all holiday properties if possible. **Action: ALL**
5. Some of business committee have had a meeting but Pensions issue still needs to be addressed. **Action: Business committee**
6. SC explained that money remaining after Street Party expenses have been paid is to be used for community causes. A breakdown of how money was used was requested for accountability purposes. **Action: SC and Party committee**

Staffing and wages (see report from NA)

1. Terms of reference for NA as senior manager not yet done but will be written as soon as possible **Action: RS**
2. It was recorded that GE Post office and shop now has a new owner, trained by Keith Kinrade, who popped in for a visit on Friday to say 'Hello'. Impending closure of Attleborough PO and Sorting Office has been reported in press but no firm details of what its replacement will be, if any. Keith explained that there is a big shake up at POL and the current 180 field officers/trainers for whole of UK is being reduced to 40 by Sept '17. We have lost our line-manager John Dallimore already (although no official notification has been received) so we need to find out who we refer to (to whom we refer!) when the need arises. **Action: RS**
3. PO income is still good, although VM/PR have had no breakdown of how money has been earned recently. **Action: RS to chase**

Retail sales and Wholesale suppliers (see report from NA)

1. Fruit and vegetable deliveries have increased to twice a week recently, but are still rather random. On Sunday 31st, there was virtually nothing saleable on display in this section, with no scheduled delivery due for several days, so some basics were bought from supermarket so that customers would have something to buy on Monday. Supplier has had problem explained to her and she understands that we need to offer our customers a better service with fruit and veg. The situation will be closely monitored but in meantime we will continue to 'top up' when necessary. A check needs to be made of what is being taken away as 'sale or return' by supplier, so that correct credit is made.
2. PR has spoken to David and Rosie about meat and there is no longer a problem as we have a big selection in chiller. They are pleased with consistency of sales that have remained constant since opening. Low stock was due to high wastage levels of certain items but that has now been addressed.
3. High temp in Bunnings freezer reported last meeting was due to reasons stated and there is no further problem.
4. Shelves are looking much more full at moment, with more lines arriving all the time. Change around to accommodate 'Local Produce' stall is ongoing - thanks to NA (and Mark?) for making a canopy for it which now needs to be erected, once plans for further action in area are agreed between managers. It was agreed that new shelving/ display items could be bought after managers have agreed on what they want and provide costs. **Action: RS after managers' meeting and decision.**
5. Wines etc are looking good and sales are pleasing, both of Adnam's stock and "Managers' Specials' from P&H.
6. New ice cream freezer offer from Wall's will be taken up immediately, once details of 'free' stock are known. Old ice cream freezer will be put in stockroom and dishwasher will be moved out of the way (destination unclear at present) **Action: RS and PR with NA**

7. Possibility of stocking fresh “Cromer Crabs’ once a week will be investigated **Action:PR**

Volunteers (see report)

Shifts are being filled more readily now so hopefully we will not need to reduce opening hours during holidays this year. Weekends are more difficult to fill but we are managing, just!

Volunteer Party has been pencilled in for August 27th (4 - 9pm) Confirmation of availability of pavilion is being awaited.....thanks to managers for organising this.

Repairs, renewals and maintenance.

1. Plaque for bike rack has been received and will be positioned after consultation with Nick Parravani.
2. Phil Crosthwaite could offer little advice about replacing water filter so Calypso have been asked, as it appears they fitted it in first place.
3. Deep clean took place from 1.30 - 5.30 on Sunday 31st July. Many thanks to Barbara Scase and Dave Jones who worked tirelessly to help, also PR and CJ (+ RS who told us which bits we had missed!) It was agreed that in future, ‘deep cleans’ would be shorter, and hopefully sweeter, to avoid SOHF. However, a lot was accomplished and shop was fly free and sparkling under the units and fridges and freezers for a short while!
4. Electricity contract is due for renewal in September **Action: PR**

Grants and donations/Events

Cheque has been received from Gordon Watts (estate of Dr Jane Dove) for the bike rack. Many thanks.

As reported under “Finance’ last tranche of money for wages for first year has been received.

BL report (16 pages!) is due at end of August **Action: VM, RS and PR**

Publicity

MT is working on August newsletter and has plenty of material. PR has had offers to deliver in Caston and Shropham, which are very welcome. Hopefully delivery will be during next week.

Availability of large advertising boards was explained. Advert that used to be fixed to old wooden palings outside school has had to be removed and way found to fix it without damaging new shiny metal railings now in place, **Action: RS in consultation with CoG and School admin officer**

Website and IT

Simon Best has been asked about taking on updating of website and reply is awaited.

Events (see report from NA)

MM has set up an Events Diary in shop so that all village organisations can enter their events in advance and be aware of what else is going on at same time!

Hingham Antiques Fair organisers have requested permission to put up a large A2 poster on trellis round outside cafe area. There was considerable discussion about whether this would create a precedent for other commercial projects to use us as cheap advertising space and eventually it was agreed (by a majority decision) that we would not encourage such advertising for events outside the village even with a small fee.

Marion Baker is organising a Textiles/ Craft Event at her house in September (precise details and dates not available at meeting) and it was agreed that shop would provide tea, coffee etc. to support her venture.

MM has arranged another Macmillan Big Coffee Morning at shop on September 30th from 9 am. Volunteers to bake and serve will be sought with hope of raising a good deal of money.

RS gave early warning of FrightFest at end of October/Hallowe'en

Correspondence

Letters of thanks from charities that benefited from Boudicca 100 bike ride have been received and will be displayed in shop.

Input from floor

Monies raised by Boudicca 100 ride in 2015 have not yet been allocated completely, so this will be looked into.

Thanks for all refreshments, including hot drinks as well as celebratory wine and cake in honour of JW's birthday. In her absence, we decided to celebrate birthdays of AJ and CJ which are approaching rapidly!

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.

Date and venue for next meeting at 7.30pm on 24th August 2016 in pavilion (unless we hear to contrary!)

Meeting closed officially at 10.04 pm