

Minutes of Management Committee Meeting

held on Wednesday 10th October 2018 at 7.30 pm in shop

Present: Philip Dingle (PD), Cath Jones(CJ), Victoria McArthur(VM), Pete Rushton(PR) Dave Seaton(DS) + Michelle Barron (MiB), Shirley Colenutt(SC), Alan (AJ) and Elaine Johnson(EJ) and Mick (ML)and Gella Ladner(AL),

Apologies for absence: None

Declarations of Interest: None.

Minutes of last meeting and closed meeting held on 3rd October were read and signed as correct by DS

Matters arising:

Committee roles, agreed at meeting on October 3rd, were ratified.

Following a proposal by DS, seconded by CJ, Angella Ladner was co-opted onto committee (passed unanimously). Gella was welcomed in her new role.

Finance

VM gave out bank balances in all accounts.

(Natural pause as new freezer was delivered much later than expected, so opportunity was taken to scoff delicious baked Camembert Sunflower Twist with added extras, cooked and brought in by PR....to coin a phrase, it was 'finger lickin' good' !!)

VAT for this quarter has been paid, following a meeting with KO which was also attended by GL.

PR has handed over part of Sage entries (invoices) to GL (thanks to both for their sterling work). Some minor issues are being addressed in entries. It is hoped GL will be able to extrapolate relevant information from system in order to finalise EOY stocktake figures for accountants.

PR reported that a 'snapshot' look at daily takings showed a slight downward turn but nothing too significant. The situation is being monitored.

Volunteers (see managers' report)

Volunteer contract update to include new GDPR and reference to underage sales . VM will contact DPO, Sue Steel.

Training sheet will be updated by managers (Action: MiB et al)

Volunteer Party date decided for December 7th, kindly hosted by MaB at The Coach House. Usual arrangements but kitty of < £200 will be made available for welcome drinks and mince pies.

Retail Sales and Wholesale suppliers (see report)

Moneygram facility removed from PO due to small number of transactions. (Insignificant impact on commission for same reason!)

Christmas stamps, gift cards etc in stock and will go on sale at beginning of November. User-friendly VOW boxes will be in stock in time for Christmas post rush. Last posting dates now available.

Café closing times following change in opening hours were discussed fully and all sides considered. It was suggested that best compromise would be, during week, for last orders at 4.30 and café area vacated for cleaning at 5pm at latest.

MiB gave a comprehensive report on Post Office, following last meeting, with ideas for tightening up procedures to avoid discrepancies. Some are long-term, and not practically viable at present time but worth considering in future. Others are immediately achievable and were agreed.

Large cash deposits have increased recently, causing a potential security issue, so measures are being put into place to avoid this happening. It was agreed that all deposits of cash must be sorted by customer before being handed over at PO. PD will provide a note counting machine which will help with speed of counting money. Regular customers will be informed verbally with letter as back up (Action: MiB and DS)

Customers requiring large quantities of change have also caused logistical problems so pre-signed up "Change Card" will be introduced immediately. (Action: Managers)

Cash delivery protocol will be tightened up and safe procedures amended accordingly.

MiB was thanked for all the thought and work that had gone into this report and for coming to present it. *(As a reward, she was given an extra dollop of Camembert!)*

Repairs, renewals and Maintenance (see report)

Childproof locks (mark 2) have been fitted to hazardous cupboard door in café by ML (Many thanks!) Just in case, a further 9 locks are kept in the cupboard, for replacement if necessary!

Broken floor tile near F&V has had temporary repair by AJ who will action a replacement.

ECR training has been offered for all managers. After discussion, it was agreed that managers would draw up a list of areas that they want addressed before booking sessions.

All managers are signed up to do an online Food and Hygiene level 2 course.

Investigations are ongoing about level of First aid training that is necessary for managers. (Action: PD)

Publicity (see report)

Christmas hamper being done again. (PR to bring Christmas stock back from his storage facility when needed.)

Next newsletter will go out in first half of November, following Armistice Day.

Events (see report)

Adnams wine tasting event booked for 30th November.

Website and IT

Links from website to Facebook and Twitter will be checked.

AOB

ECR training

Date and venue for next meeting: 7.30pm on October 24th 2018 in shop.

Meeting closed officially at 9.07pm

Committee members stayed behind to discuss matters recorded in confidential minutes kept separately.