

## Minutes of Management Committee Meeting

held on Wednesday 11th April 2018 at 7.30 pm in shop.

Present:, Elaine Johnson(EJ) until ~8.30, Cath Jones(CJ), Victoria McArthur(VM), Pete Rushton(PR)from ~8.50, Dave Seaton(DS) and Roger Steel (RS)

Apologies for absence: Shirley Colenutt(SC), Philip Dingle (PD), Alan Johnson, Malcolm Robertshaw(MR)and Mary Trinder(MT)

Declarations of Interest: None.

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

### Matters arising:

Photocopier is under contract until February 2019 with huge financial penalties for coming out sooner, so it was agreed to close contract from then, but in meantime, look again at siting of it so it does not use prime selling space.

GDPR: Sue Steel decided to delay her presentation to committee as some were absent, to avoid covering same ground twice. Draft documentation has been distributed again for comments.

### Finance (see report)

- Bank balances and financial report were presented by VM.
- Monies have been transferred between accounts to cover shortfall in wages due to reduced grant.
- Bills have been paid and cheques posted.
- significant POL shortfall for trading period since January is still being investigated. NA and EJ are working together to find cause of problem and EJ explained the situation. There was lengthy discussion about protocol and procedures in PO to avoid errors being made. It was emphasised that there is no question of fraudulent activity. SC is double-checking Lottery transactions to make sure there are no inadvertent clerical errors when doing daily transfers of ticket sales and prize monies. Thanks to EJ for coming to meeting especially to explain this, having already given her apologies, due to family commitments.

- Invoice for celebration at White Hart on 27th March was discussed in full. VM will visit landlords to discuss final payment on 12/04 and ask for an invoice with VAT number on it.
- Sage up to date after e-communication breakdown between PR and KO server. Thanks to PR for his customary tenacity and perseverance.

### Staffing

Staff appraisals for all 5 managers will hopefully take place w/c 16/04/18.

### Retail sales and Wholesale suppliers (see report)

- Complaints Procedure form has been amended by DS and CJ and is now adopted.
- DS has sorted new email addresses which are working well.
- Greener shop ideas:  
NA has indicated that use of customers' own takeaway cups is feasible so this will be investigated and implemented as soon as it is possible.  
No further information about non-plastic carrier bags available as PD and MR are away.
- PR is still looking at ways of buying more 'smartly'....but at present is still doing regular runs to Bookers, using a shopping list provided by Managers. Many thanks.

### Repairs, renewals and maintenance.

DS has sourced two new doormats which were put in situ and old one removed.

RS and DS fiddled with blind.....

### Grants and donations (see report)

VM has made contact with new link person at BL.

### Events:

Flowercard was sent to thank Jayne Thomas and family after party.

Easter Bunny Walk took place over Easter Weekend and was successful, considering appalling weather!.

### Website & IT:

DS now has log-in details for website and will speak to SB shortly. All very excited to hear that Google maps will take you into the shop from street maps!

### Correspondence

A delicate situation has arisen regarding a customer and volunteer and the consequences were discussed confidentially.

### Input from floor

None as there was nobody on floor this evening!

### AOB:

Meeting adjourned to look at possible re-siting of photocopier and Pretty Polly.

Date and venue for next meeting at 7.30pm on April 25th 2018 in pavilion

Meeting closed officially at 10.45pm (clearly much later than moratorium agreed last meeting!).