

## **Minutes of Management Committee Meeting**

held on Wednesday 13th February 2019 at 7.30 pm in shop

**Present:** Philip Dingle (PD) Cath Jones(CJ), Gella Ladner(GL), Pete Rushton(PR), David Seaton(DS) + Mick Ladner (ML), and Elaine Johnson(EJ)

**Apologies for absence:** Victoria McArthur(VM) Roger Steel (RS), Alan Johnson (AJ), Josh White(JW) and Shirley Colenutt(SC)

**Declarations of Interest:** None.

**Minutes of last meeting** and meeting on 30th January were signed as correct.

### **Finance**

Balances in all accounts given by PR. Refund has been received from HMRC for payment made to manager who had been reimbursed by RCS for excess tax paid to previous employer. GL is 'on the case' with associated paperwork involved.

All bills now paid up to date. Issue of invoices being delayed in system was raised and will be looked into as priority after AMM. It was agreed that all invoices should be processed and payments made to suppliers as quickly as possible.

Huge thanks to PR who has managed to get Sage up to date ( a solid 8 hours work!) after a problem had been preventing access to server. It was agreed that old system will be kept until access to new is sorted to avoid another backlog.

### **Staffing**

DS reported that Laura Stokoe has resigned as manager since last meeting, having been offered another post, with effect from 15th February. Thanks to JW for sorting the staff rota so that all hours are covered and to MiB and EJ for stepping in to help. Staffing hours will need to be looked at again more closely as soon as all staff present and back from annual leave.

Laura will be greatly missed as in the few months she has been with us, she has proved to be a real asset.

It was agreed that all written reports (including Finance, Managers reports etc) to management committee meetings will in future be requested by Friday before the meeting, in order to give more time for perusal and subsequent discussion at the meeting.

### **Volunteers**

DS had given report to Parish Council meeting on Monday 11th on progress at shop and had mentioned need for more volunteers. This will be reiterated at AMM.

### **Website, social media, IT etc**

DS showed the new website design done by SB. It is still in its infancy but is looking good. Obviously there will be further changes and modifications as it develops but aim is to keep it modern and user-friendly.

DS is looking into new email addresses and will work with JW and others to decide exactly what is needed in the way of mailboxes.

## **AMM arrangements**

PR went through list of procedures and protocols for conduct of AMM. Copies of draft accounts have been circulated and summary accounts will be printed on back of agendas for all members to see on Friday.

Reminders have been sent to members today and some apologies already received, with proxy votes.

Reports from Chair, Secretary and Treasurer will be formatted and put onto powerpoint for meeting and 'test run' completed.

Hard copy of Handbook will be shown and will be available on website shortly after AMM.

Various possible questions that might be raised at meeting were looked at.

No new nominations have been received so far for committee members. All current members are still within their terms of office apart from GL who will need to complete another form and be voted on at AMM by members as she was co-opted during year. RS has indicated that he will be standing down as a committee member. DS will contact him to ask if he will come to AMM as all business being addressed at meeting is from his term of office as Chair. We would also like to thank him publicly as without his efforts, RCS would almost certainly not be here today.

CJ will circulate copy of draft minutes of 2018 AMM again for information.

**Meeting closed** at 9.31pm after wishing PD a happy birthday for tomorrow.

**Next meeting** to be held on 27th February at 7.30pm in shop when new officers will be appointed.