

Minutes of Management Committee Meeting held on Wednesday 14th December 2016 at 7.30 pm at pavilion

Present: Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel and Mary Trinder

Apologies for absence: Shirley Colenutt, Yvonne Harrison and Joan Woodroffe

Declarations of Interest: None

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

Matters arising:

Outside lights look pretty- many thanks.

Finance (see report)

1. Bank balances were given for all accounts.
2. Sage reconciliation has been delayed because of technical issues that have been resolved today so PR will spend another sleepless night getting caught up - many thanks.
3. Discussion about repeated losses at end of TP in PO and possible causes/solutions. It was noted that annual losses equate roughly to wages of one part-time manager, so something needs to be done urgently.
4. End of year accounts are waiting to go to accountants. Figures for wholesale prices have been very time-consuming to access from price lists so getting these figures on to EPOS system is a priority. Many thanks to PR who has done this single-handedly.
5. Bills have been paid up to date.
6. VM is meeting KO next week to discuss VAT quarterly return
7. EPOS discrepancies with VAT seem to have been sorted although exact cause of problem hasn't been identified. Thanks to MR for making all-important phone call to Andrew from ECR.
8. Unused company debit cards will be cancelled and a new one for use by senior manager will be applied for. It is fraudulent for anyone other than named person to use a card. (Action: PR)
9. Thanks to SC for selling her Christmas cards at RSP Christmas Market on Saturday and donating all proceeds (over £50) to shop!!

(Pause for sampling of latest chef's creation of Bûche de Noël which was judged to be excellent so can be put on 'To be repeated' list! Comments from a young volunteer that chef could be slowly and systematically poisoning

committee in a bid to take over the world were dismissed as fantasy but we will ensure chef always samples goods too, JIC!

Staffing

1. Managers' report was gone through and all issues discussed in detail. RS will report back to managers verbally and urgent issues will be put in writing.

Disappointment was expressed about apparent poor sales of calendars as Alan was asked for one today and couldn't find any and assumed all are sold. Feedback about calendars has been very good, so it is clearly a popular product, but it appears not all customers are aware of their existence.

2. Lone worker procedure/protocol was discussed again, following an incident yesterday when no volunteer was found for first shift and duty manager opened alone. RS will ensure that all managers are aware of agreed Lone worker procedure as agreed at meeting on October 5th 2016.

3. NEST pensions update was given by RS. Paperwork completed and signed by RS and VM to send off to Ryan Oates. Balance of £268.80 for setting up fee will be paid and other conditions and costs involved were explained by RS. Managers' decisions about whether or not to join Pension scheme will be made between August and November '17. Facts need to be made available but no advice given by committee.

Volunteers

Still some concerns with vacant shifts not being filled. Elaine's offer of ringing round volunteers has not been taken up but still stands, especially at this busy time in PO.

Thanks to managers for organising and running Volunteer Christmas party last Saturday. It was a success and much appreciated.

MT and RS will complete forms about joining Plunkett scheme for attracting new volunteers and using them efficiently.

Retail sales and Wholesale suppliers (see report)

1. Issue of excess EDP/Archant newspaper/publication returns. NA has now lowered number of EDPs being delivered daily and there was no penalty last week. Significant effects should be noticeable shortly.

2. Christmas tree sales apparently going well.

3. Christmas/Advent Wreaths and cyclamen plants now available

4. Fruit and veg sales going well and there are many positive comments from satisfied customers. Many thanks to PR who is undertaking to provide fruit baskets as Christmas gifts

to customers who order them. Special fruit and veg orders can be made for Christmas - see PR.

5. Hamper raffle sales doing well.

6. Christmas/New Year opening times are being advertised in and outside shop and delivered to all Rocklands households on Christmas card.

Repairs, maintenance and renewals

MR gave details about quotations for second air-con unit. Concerns about power load supply were raised so electrician will be consulted before decision made. A sub-committee will investigate alternative possibility of putting compressors outside thus reducing generated heat in shop which would be more environmentally-friendly for similar outlay and less costly in electricity usage.

New Mop being test-driven - NA can purchase if she feels it is worth £25.

There has been an issue with front door not closing properly after new door mat wouldn't fit and adjustments made. AJ has done temporary fix and carpenter has been asked to look at it. Meanwhile temporary mat put down in March '14 continues to look grubbier and grubbier.....

Grants and donations (see report)

Discussion between VM and Penny Sorenson still ongoing

Events (see report)

Christmas Eve carol singing arranged with collection box donations for Pancreatic Cancer UK to be added to other village collections for that charity. Refreshments will be done not involving shop cafe as this was problematic last year with limited facilities. (Thanks to A and E and MT for offering to heat mulled drinks for the event.) CJ has mustered a number of singers and may even have enlisted a guest appearance by an ex-professional choirmaster who may show his face and voice if he has delivered his Christmas meat orders in time!!

Publicity

1. Sample of RCS Christmas cards were passed round and admired - thanks to RS and SS. They will be delivered, in Rocklands only, at weekend.

Website and IT

All running smoothly

Correspondence

Global Payments are now offering facility for American express cards to be used at our terminal but with hefty charges for the privilege. It was agreed that we prefer to keep status quo so PR will arrange for easiest way to continue as we are.

Input from floor

Thanks as always to A&E and others for refreshments - today posh chocolate biscuits, home made fudge with cranberries and tasty nibble biscuits to go with Bûche de Noël! A real Christmas treat!

AOB

AMM date discussed- will depend on accountants being able to produce statement of accounts in time. Date could be a Sunday afternoon, to attract more shareholders and could perhaps be combined with a volunteer rallying cry? PR to investigate legalities of timing. CJ to investigate availability of VH.

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 4th January 2017 (after Christmas break) in pavilion (unless we hear to contrary!) CJ will inform Alan Fisher of change of meeting pattern.

Meeting closed officially at 10.33pm