

Minutes of Management Committee Meeting held on Wednesday 15th March 2017 at 7.30 pm at pavilion

Present: Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, John Rose, Roger Steel and Mary Trinder + Dave Howie and David Seaton

Apologies for absence: Pete Rushton, Shirley Colenutt and Joan Woodroffe

Declarations of Interest: None

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

Matters arising:

None not covered elsewhere

Finance (see report)

1. Bank balances were given for all accounts. Sage reconciliation and daily takings are up to date, and all bills paid.
2. Pensions update -RCSL is now signed up with NEST and VM will go over details with KO at meeting next week.
3. Copies of cashflow analysis up to 2020 were distributed and perused briefly. VM explained the figures and answered various questions from floor. This is working document....and changes/amendments can be added.
4. Wastage and transfer information from EPOS is coming from NA and will be passed to VM shortly.
5. Meeting with VM and KO scheduled next week for quarterly VAT payment.

Staffing (see Managers' report)

Next week, RS will arrange times for appraisals in April for all staff.

Managers held meeting on March 7th - minutes not yet available. Very many thanks to EJ and PR for manning the shop and PO for several hours during meeting.

Volunteers (see Managers' report)

EJ has spoken to NA and MM and understands the situation with finding volunteers for empty shifts. A recruitment drive is necessary to enrol more volunteers as the list of available helpers is very short. MM has given some useful ideas, which were all approved, except the offering of a financial incentive as it was agreed by all that this contravened the ethos of the shop.

Leaflets about volunteering will be produced and distributed in Rocklands and surrounding villages (organised by managers) together with next newsletter. CJ will get publicity into

Sixth form at AAN to encourage younger volunteers who may want to add experience to their UCAS forms.

RS was reminded about organising a NEBOSH training session for staff and volunteers.

CJ is no longer registered on Horizon system.

Retail sales and Wholesale suppliers (see report)

Seasonal stock for Mothering Sunday and Easter is now on sale.

Thanks to NA for sterling work negotiating with tobacco rep about new regulations from April 1st. All old stock that does not conform to new standards will be taken back and credited. Prices will rise due to rise of government duty but this is nationwide increase so should not affect our sales.

Issue of selling wider range of cut flowers was raised and discussed fully. It was agreed that 'garage forecourt' type bunches were not what was wanted, but seasonal flowers e.g. daffodils, tulips were a good idea. Many villagers have excess flowers in summer and might be willing to provide the shop, so this would be added to the newsletter to see if possible supplier comes forward.

Café profit margins are down and managers are investigating ways of improving them. Coffee machine lease is up for renewal and new ways of providing a similar standard product but at less expense and with less breakdowns were discussed. MR will arrange coffee foraging parties to investigate the options....as was done 3 years ago. *(AJ expressed a keen desire to wear a torn shirt over bulging muscles and would appreciate full barista training so this will also be investigated. It has to be minuted that others were not quite so keen on the idea.....)*

There was a query about the progress of the 10% per month stocktake as there has not been an update recently.

JW has informed of her intention to stop providing national papers in the next few weeks as she is retiring from the round. She will however try to ensure that papers still get delivered to the shop, seven days a week.

Repairs, maintenance and renewals

AJ has received second invoice from Trevor for mending two external doors, as original seems to have been lost in the system and will pay forthwith.

Managers have said that they do not require a new combination microwave/convection oven for their ideas to expand produce sold in café, but would like a hotplate/oven. After discussion, it was agreed that more details were needed as an open hotplate and grill would breach health and safety rules in the small space available. Keeping food hot for any length of time could also break food hygiene rules unless correct protocol is strictly followed and could also result in considerable wastage. (Action:MR)

Socket behind big chiller is getting hot again so AJ has arranged for electrician to inspect tomorrow. Temporary alternative power source has been found.

Deep clean needs to be arranged as this is overdue.

VM has cleaned crisp shelf, after comments from another volunteer about its parlous state.

A and E have repaired two faulty fluorescent lights

RS has small lightweight floodlight to be fixed by outside gate, with with on main lighting switchboard in shop.

Grants and donations (see report)

Box for Book Nook donations is in place.

Inaugural cycle ride took place on March 5th and, in spite of appalling weather conditions, was enjoyed by 10 riders from aged 10 upwards. Such was the success that there is now to be a fortnightly ride, the next on Sunday 19th at 9.45. Thanks to PR for mapping out route and to VM for organising. *(AJ has announced publicly his intention to take part but is at present awaiting delivery of a suitably-sized helmet for his unusually large head)*

VM outlined 7 key health points as described by Age UK and will get necessary information to be trialled at Oddballers on Friday.

Request for Tai Chi sessions outside shop in warmer months has been received. CJ will investigate .

It was agreed to donate a £20 RCS voucher to Gt Ellingham Primary School (FOGES) spring fete. AJ will make voucher to pass on.

Events

Colouring competition prizes have been awarded.

Cycle ride as above.

RS will organise and Easter Bunny Walk for families around village with instruction sheets on sale in shop from Easter Week.

He will also make a Treasure Hunt Walk for later in the summer.

Website and IT

All running smoothly thanks to Simon Best.

Publicity

Very many thanks to AJ and EJ for producing and delivering "Happy 3rd Birthday" leaflets around the village last weekend. *(Is it really only 3 years - seems like a lifetime!)* These have been well received by villagers.

MT is preparing next NL for delivery soon with latest info on it regarding sales etc and future events, Easter opening times etc.

Group called 'Counter Culture' (associated with Plunketts) is holding meeting in Rocklands in pavilion on April 26th with max of 25 people. Budget of £10 per head available for catering but event will not cost shop.

Anne Cutts from EDP, with title of "Thetford Business Connector" will come and talk to us in shop on 22nd March at 11 am. RS, JR and MT will try to attend.

Telephone number for shop been added to 'Rocklander' in Village Directory section.

MT has approached owner of field on B1077 about a large advertising sign being put on a tree in his field and is awaiting a reply. Others may be put on grass triangle at junction of Brayes Lane and Magpie Lane, as long as view is not impeded for traffic.

Large PO sign advertising services available will be fixed on gate at side (Action:AJ)

Correspondence

PR has had correspondence from some suppliers informing us of increased prices.

Input from floor

It was agreed that awning will go up again in time for Easter weekend.

Easter Bank Holiday opening hours will be as last year (shop closed on Easter Day)

Thanks to Elaine for hot drinks and for a delicious birthday cake with candles in honour of shop's third birthday. Thanks also to providers of bubbly to aid celebrations after meeting closed.

AOB

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 29th March 2017 in pavilion (unless we hear to contrary!)

Meeting closed officially at 9.50pm but, as usual, informal discussion carried on long after.....