

MINUTES OF EXTRAORDINARY MEETING held on 15th April 2015 in pavilion at 7.30.

PRESENT: Natalie Albrow, *John Borrill*, Shirley Colenutt, *Robert Gray*, *Cath Jones*, *Victoria McArthur*, *Malcolm Robertshaw*, Andrew Roebuck, *Pete Rushton*, *Roger* and *Sue Steel* + uninvited fly who made his first unwelcome appearance of 2015.

APOLOGIES were accepted from Alan and Elaine Johnson, *Jan Swadling* and Joan Woodroffe.

CAKE REPORTS

RS, MR and CJ met with Angie Castle from Attleborough about possibility of supplying cakes for café. Angie understood completely what we are trying to achieve in RCS and came up with suggestions. Samples of bread pudding, cup cakes and flapjacks were cut up and sampled at meeting and evaluation sheets completed and returned to MR for analysis. Immediate reaction was extremely positive (two committee members who do not usually indulge came back for more bread pudding!) but no figures were given by Angie so costs could not be agreed. It was decided to give her a trial run immediately to see how cakes will go down in café.

EPOS SYSTEM

ARo and SC gave report on how far they have got with updating EPOS system with alcohol and tobacco products. They were thanked for all the time and effort that they have put into this, but unfortunately, in spite of everything, the system is currently 3 weeks behind as new stock has not been entered, (due to lack of time, nobody is at fault!)

ARo and SC have been on site visit to Attleborough to see similar system working and have some ideas about implementing strategies that could work at RCS. Working well and properly, the system would save untold time but getting it established, as we have found to our cost, is VERY time-consuming and all work is negated if system is not updated after each delivery.

Various possible solutions were discussed fully and eventually it was decided to try to second a few willing volunteers to be responsible for updating weekly, under tutelage of SC and ARo. Permission was given for SC to have remote access to work on her home computer rather than having to be in shop to do routine work. JB reminded that copies need to be made of invoices for working purposes so that he can pay bills on time - originals to go into his folder as usual.

Aim: to have alcohol section updated and running properly in 3 weeks from now (W/E 8th May)

There was further lengthy discussion about ordering some stock by shopping around for best deals rather than always using P&H for convenience. Managers, especially Natalie who does main orders, MUST be kept informed as to what has been ordered. Some committee members have shop debit cards which could be used to pay for stock ordered in this way. Storage of extra stock could be a problem but many non-perishable items could be stored off-site if necessary and brought in when there is room on shelves. Only items with long shelf-life and quick turnover would be suitable for this.

GRANTS

RS read a letter giving an update on current grant situation. Further thanks extended to all who have been involved in applications.

(Pause for refreshment, then PR left to do his "proper job")

PUBLICITY

RG agreed to take on role of Press Officer for all publicity not linked with grants (as VM has developed such expertise in this area) so thanks were extended to him.

Flyer has been shown to all and after few tweaks of images will be printed by local printer and distributed among various outlets, both local and slightly further afield. It was agreed to have 10 000 copies as leaflet is generic and timeless (Like all those present!!) Logos will need to be added at bottom. (All times of opening will also be included as, if these were to change in future, a sticker could be added to update them.)

MEETING CLOSED at 10.15-ish!