

## Minutes of Management Committee Meeting

held on Wednesday 16th December 2015 at 7.30 pm in pavilion.

Present: Natalie Albrow, John Borrill, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel and Jan Swaddling

Apologies for absence Shirley Colenutt and Joan Woodroffe

There were no Declarations of Interest apart from JB who is now on paid staff and says he now has no interests at all.

Minutes of last meeting were read and signed as correct

## Matters arising

None not covered elsewhere

## Finance

(i)JB gave latest balances in all accounts, with some bills paid today, so not yet registering in figures.

(ii)JB has sent detailed pensions report to RS who will read, learn and inwardly digest before reporting back to next meeting, after the business sub-committee have chewed it over. Plunketts may be able to offer further relevant advice.

(iii) Accountants -LB have been working on accounts since 10/12 and have clarified position regarding payment of Corporation Tax with JB.

(iv)Asset register has been completed with cost prices that have been extrapolated with much effort by PR from boxes of invoices and trawling through Sage records and will be sent to LB immediately. Many thanks to He- Who-Never-Sleeps!

(v) JB was pleased to report that this month's end of trading period in PO showed a surplus of £100.66 which is a result of PO sorting out a long-standing problem. Hopefully, PO computer systems will soon have other problems(eg stock ordering) sorted so that discrepancies can be rectified more quickly!

## Membership and EIS

New membership form still needs fine details of back page sorted - RS will work with PR as it needs to be completed shortly before AMM.

## Staffing

JS will sort holiday hours with staff after consultation with SS

NA is sorting a problem with PO where staff no longer working in RCS are showing as not having completed compliance tests.

Staff Christmas party will be arranged by staff at their convenience. A vote of thanks was given for all extra work being done by staff at this busy time and a spontaneous round of applause was given!

## Volunteers

Volunteer party had gone extremely well on Saturday evening and had been a joyous event which was well-attended. Mountains of food were brought and consumed. NA and MB had meticulously wrapped shop bags for all volunteers as a thank you and the gesture was much appreciated by all who received

them. Playing Field bar had been well-used and thanks given to those who cleaned up during and after the event! JB even reported that party had come in under budget!!

Many positive comments about shop have been received recently from both volunteers and customers, which is always good to hear.

#### Retail sales and Wholesale suppliers

NA reported that as raffle tickets are selling so well, a further prize is being offered for the draw on Monday 21st. Thanks to volunteer Jane Stubbs for presenting the 1st prize so beautifully!

A customer has donated a large origami Santa decoration to shop, for us to use as we wish. Managers have decided to keep as decoration to be stored carefully by NA and used every year as it was too late to arrange to use it for fundraising this year.

NA is sorting Viridor waste (waist???? I wish....) collection over Christmas period as two consecutive collecting days are Bank Holidays.

NA has met new P&H rep and is establishing a working relationship with him - early days....

Adnam's wines are selling well. (Individual customer who wants case of wine that is no longer sold can order through NA)

Quality of fruit and vegetable supplies is much improved

Thanks to local garage owner who donated large quantity of surplus motoring goods to shop. These have been displayed outside and customers have been putting donations in box. JS will look at better ways of displaying such items as blue table is well past its sell-by date!!

#### Repairs, renewals and maintenance.

Discussion about outside storage cupboard- RS agreed that as he will have more available time after Christmas, he will custom-build it to managers' specifications with help of his new artistic apprentice who is keen to help with a project!

There then followed a very lo-o-ong discussion about forecourt designs. RS had circulated a scale drawing of outside area and all had been invited to create their own ideal design. Five minute presentations were given by all who had used scissor skills (some clearly more adept than others in creating paper picket fences) to play with moving symbols around the area to find best fit. Various issues were raised e.g. safety of customers entering and exiting shop or sitting outside at tables with cars and diggers with buckets reversing in and out of parking area. Eventually the following were agreed:

- It is dangerous so something needs to be done urgently before a major accident happens
- There is too much clutter outside
- Nothing should be done to spoil new tarmac
- Nothing should be fixed permanently until it has been tested in situ to see if it works
- Bike rack WILL be purchased but will not be fixed
- Fruit and veg shed must go
- WTGN stand can be made weatherproof in winter for storage of firewood using corrugated perspex.

RS agreed to look at ways of separating cars from pedestrians/cafe users and will come back with more findings and drawings at next meeting.

NA repeated request for shelving in cafe for local craft displays, also coat hooks for cafe customers and shelf for microwave. RS will do tour of premises with managers to see what is needed/desired/feasible.

CJ will ask Parish Council to improve content of their notice board which has been re-built beautifully by AJ but display is tatty and gives bad impression to anyone who reads it.

List of 'To Do' jobs is being compiled for quiet time in January as shop is looking in need of some TLC in places.

Gazebo will be required for craft stall on Dec 19th and also on Christmas Eve for festivities so working party will meet on 18th at 10am to sort it, weather permitting. RS is looking into more permanent storage area for it during winter months to prevent deterioration.

PR will provide a protocol for deep cleaning after 'incidents' involving potential health hazards.

### Grants and donations

Nothing to report

### Publicity

Rs has produced prototype Christmas card which was circulated and admired. Conscripts have been shipped in specially from USA to deliver before Christmas.

### Events

Christmas Eve will have mulled wine and mince pies with carol singing at 11 am under gazebo. A collection will be made for Pancreatic Cancer UK and donations requested for food and drink.

### Website & IT

Crack internal team of experts appear to have fixed the EPOS printer, at least for time being...

Large goods should not be stored in front of security sensors and visual checks should be made to make sure all are able to function correctly at all times.

### Correspondence

Letter of thanks has been received from Jenny and Robert Gray.

MR has obtained samples of business cards that RG was working on and has arranged an assignation with MB on 17/12 to improve his computer skills - good luck to both!!!

RS will complete annual Viridor duty of care form and return and will ensure that no toxic waists are put in wheelie bin.

### Input from floor

Thanks to all who provided tasty eats and drinks to celebrate our last meeting of 2015.

AOB and items to be discussed at next meeting

- **Forecourt conclusions and decisions**
- **Outcomes from business s/c meeting**
- **Ideas for new committee member to replace gap left by RG**

Date and venue for next meeting was agreed for 7.30pm on Feast of Epiphany (6th January) 2016

Meeting closed officially at 10.26 pm