

## **Minutes of Management Committee Meeting**

held on Wednesday 17<sup>th</sup> June 2015 in RCS at 7.30 pm

**Present:** Robert Gray, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Pete Rushton, Roger Steel and Jan Swaddling

**Apologies for absence** were received from Natalie Albrow, John Borrill, Shirley Colenutt, Malcolm Robertshaw and Joan Woodroffe

**Minutes of last meeting** were read and signed as correct

### **Matters arising (not already covered in agenda)**

Scheduled 'Deep Clean' of shop had taken place on Sunday 7th June at 1.30. Unfortunately, it was a day that clashed with other village events and only one volunteer and 3 committee members were able to come. However, 20 + man (and woman!) hours were spent diligently and the shop was finally left gleaming at 9p.m. Further thought and discussion will take place about the sustainability of this type of cleaning, as it is clearly very labour intensive.

### **Finance**

In absence of JB, PR gave the current bank balances, which are looking healthy.

There followed considerable discussion about what capital items need to be purchased immediately.

There was an on-site inspection of space available for new freezer(s) and with help of RS and his tape measure (apparently more accurate and acceptable than Cath's outstretched arms that were deemed very 'last century!') it was agreed unanimously, in principle, to purchase two upright freezers (with auto self-defrosting).

Bike racks were again discussed and it would appear that size matters. It was agreed that the rack needs to be strong but not too big. A suggestion that a Rocklander who is a keen cyclist and also works with metal might be asked to make a bespoke rack perfect for our needs. PR will enquire as he can ride a two wheeler and should know what he is talking about.

RG is investigating various awnings but has still to find one that has legs at front for support away from wall. He will now try more specialist local firms who may have more structural knowledge and experience with clay lump walls.

Shopping baskets with wheels are needed, but it is proving difficult to source them in small quantities. PR will use his influence with Waitrose personnel to see what can be done.

Managers and JS have come up with an idea for an outside storage/display cabinet that has lockable doors to replace the old kitchen table currently used for donated produce. JS will make further investigations as this was considered to be an excellent idea. It could also be used for newspapers at beginning and end of day, which could be put in wheeled box for easier transport into shop.

### **Membership & EIS**

Current EIS headache was explained by PR in detail and the measures that are being taken to overcome discrepancies that have come to light as soon as possible. Many thanks for all time and work that is being put into this. As a result, there is little progress on new membership offer yet.

## **Volunteers**

Volunteer list has been updated by VM as many original people are no longer available. Filling shifts is becoming more and more problematic with too many days opening with shifts still empty. JS will discuss with managers how to resolve this problem as small band who regularly fill in at last minute cannot keep this up forever. Managers have requested that only they and VM contact volunteers. All agreed that whole ethos of Community shop is based on volunteers - it may be that some who see shop being successful think that volunteering is no longer necessary but this is not so! Weekends are particularly difficult to fill. Having another 20 hours of 'manager time' will not be answer. Without two on duty shop cannot open, so it is imperative that this is sorted. Ideally, all shifts should be filled a week in advance, with only emergency cancellations dealt with at last minute.

## **Volunteers Party**

Arrangements are in hand and finer details will be discussed at next meeting.

## **Staff - Job applications**

RS explained that 6 applications had been received which led to 4 candidates being shortlisted for interview. These have now taken place and the successful applicant has been offered the position, starting on 01.07.15 (subject to successful PO security checks and positive references.) JS will write to unsuccessful candidates. The interviewing panel agreed it was a close contest and using JS' points system and interview format had helped to choose, hopefully, the right person for the job. Disappointment was expressed that none of the candidates had visited the shop before the interview but the successful one has done so since. She will meet RS on Sunday 21st June to complete paperwork. *(Pause as discussion about flies coincided with arrival of hot drinks and biscuits, which led to further comment about RS' sartorial elegance particularly in trouser department!)*

## **Retail sales and Wholesale suppliers**

Although NA is currently on annual leave, she had sent an email about her thoughts etc which had been circulated.

There is still ongoing discussion about cake supply. Last batch from Angie included a Victoria Sponge which was good and sold well but at cost price of £10 and providing 8 good slices sold at £1.50 each, was actually making a loss when VAT is added, so clearly more thought needs to be done. It was agreed that shop cake prices should not be raised. The possibility of getting some home kitchens checked and registered by Food Hygiene people was again discussed as this could be a solution. Large cake tins have been purchased by CJ as agreed at last meeting but they may have to be returned if not required.

Disabled ramp has been bought and has been used by wheelchair user already. It is stored near door so that it can be easily accessed when necessary.

NA has been in consultation with PO about exterior sign again. CJ witnessed a masterclass from NA in sorting out officious personnel on telephones and hopefully an alternative sign that will not need to spoil the new fascia will be provided by POL. Well done NA - we vow never to make you cross for fear of your response!

EJ reported that milk delivery is currently arriving at 3 a.m. which is not good in summer months as it is standing in heat, unrefrigerated for about 4 hours. NA (aka Rottweiler) will be asked to speak to dairy on her return to ensure it can change back to after 7 am when it can be dealt with promptly.

## **Grants**

See report from VM

## **Publicity and Events**

RG gave an update on communication with EDP, which appears to be particularly interested in History Week in July.

Other events e.g. Hallowe'en, MacMillan Big Coffee Morning are in hand. PCF Walk being sorted by RS in July

Flyer is still with ARo and RS will ask about progress. RG needs good up-to-date photo of shop front. RS will speak to a professional photographer very close by to ask if he can help.

### **Website & IT**

Website has latest minutes added regularly but is otherwise not being kept as up to date as we would like. Editor needs to be either on committee or staff so that full and accurate information is displayed online. New manager could possibly be right person as she has experience of this in her current job.

New wifi in cafe is being well used with generous donations being given to shop in appreciation.

Office still needed on cafe computer - PR finding out correct version for our needs.

### **Correspondence**

PR has had another beautifully crafted type written letter of appreciation from a shareholder in Hants.

There has been a request from managers that personal correspondence delivered to shop for committee members that is now put into a separate folder from JB's invoices, is checked and collected on regular basis.

PR proudly showed his shiny new Food Hygiene Certificate (level 2) that he has passed. It will be displayed in café area. It was agreed that all managers should complete the course too as it is relevant to our needs. Information can then be cascaded to volunteers as necessary.

RS has heard from John Dallimore about new forms for PO applications which have been updated with new return address! He will print some off and pass to new manager and JS and JW.

### **Input from floor**

CJ expressed grateful thanks to EJ for trying to help her sort out a problem in PO today and also for helping with huge P&H delivery that arrived early, while she had just popped into shop for a birthday card!

**Date and venue for next meeting** was agreed for 7.30pm, 1st July 2015 at the Playing Fields\_Pavilion unless otherwise notified.

**Meeting closed** at 10.01 after VM and JS had left to tend to their abandoned families.