

Minutes of Management Committee Meeting held on Wednesday 18th May 2016 at 7.30 pm in Rocklands Community Primary School.

Present: Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel and Mary Trinder, almost all in disguise as Zombies!!

Apologies for absence: 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 from VM)

VM was handed all to do with Treasurer's job by JB on May 16th, including bank access and shop credit card and is swiftly getting to grips with all that is entailed. JB willing to give advice over specific queries if necessary. It was agreed by all that system would continue as before with only named committee members having access to bank accounts so that VM as Treasurer would have handle on all transactions, as it was before with JB in post.

Corporation Tax bill will be paid before May 31st, but PR will check with JB to confirm the correct amount as he had raised a concern about it with LB.

VM gave out balances of all accounts and explained figures. Petty cash has been depleted by reconciliation following discrepancy at end of TP. This is being investigated - some is known to be due to unavoidable error but majority is unaccounted for, so far.

Current a/c is fully reconciled on Sage up to 16/05/16 - thanks to PR.

VAT quarter is due at end of May - meeting with KO being sorted.

Staff

Staff appraisal has been completed with MM by RS and Dave Jones, who is writing up outcomes. NA and JB have theirs booked on Friday 20th. RS hopes in future to do regular appraisals in August/September.

Retail sales and Wholesale suppliers

EPOS update on Monday 23rd. All managers + ECR manager, SC (and MR and ARo?) will be present. PR has kindly agreed to cover PO for 2 hours while this is going on. Thanks to all for all extra work this has engendered - hopefully it will have positive effect almost immediately!

Volunteers (see report)

Problem with lack of volunteers recently, especially on Barbara's Day when most of 'usual suspects' who cover at short notice were helping so unable to volunteer in shop. CJ has circulated a letter among committee, to be given to all volunteers, past and present, with a questionnaire for completion, so that volunteer list can be accurately updated. Recruitment Drive will be initiated.....

Repairs, renewals and maintenance.

(i) Crockery. VM and PR to do recce to Thetford Garden Centre tomorrow to glean more info about crockery spotted by CJ. If approved, 24 cups, saucers and small plates will be purchased.

(ii) Bike rack. Gordon Watts has said he still wants to pay for bike rack, in spite of his wife Jane (Dove) passing away.

(iii) Gazebo has been erected with help from various passers-by. Weather has predictably taken turn for the worse!

(iv) New chairs and tables for outside are being ordered. Anonymous donation of £500 has been received that will cover cost.

Grants and donations (see report from VM)

Nature Walk with Chris Sharpe cannot be on May 21st but will be arranged asap.

Publicity

NL has been delivered in Rocklands and surrounding villages- thanks to all team for delivery, and to PR for printing and folding.

Events:

Thanks to SC for organising an excellent quiz on Saturday that raised £500 for Street Party. Thanks to all who prepared hall and refreshments as well. RCS team had moral victory as without foreigners from Watton who had obviously mugged up on Royal trivia, we would have won!

Boudicca 100 will take place on Sunday 22nd - good team from RCS raising money for two cancer charities close to our heart.

Street Party will be publicised in EDP

MT will update regular advert in Rocklander when RS has sent her the original PDF/ Word document.

Website and IT

Nothing to report.

Correspondence

RS has had further correspondence from Class Action about failings on Horizon system but it was decided not to take it further.

RS has had more registration documents from Federation of Sub-Postmasters.

Input from floor

Thanks to all who provided refreshments during evening and to school and DJ for allowing access to school.

AOB for next meeting

Staff wages

Date and venue for next meeting at 7.30pm on 1st June 2016 in pavilion.

Meeting closed officially at 10.03 pm