

Minutes of Management Committee Meeting

held on Wednesday 18th November 2015 at 7.30 pm in pavilion.

Present: John Borrill, Alan and Elaine Johnson, Cath Jones, Victoria McArthur(until 8.40), Malcolm Robertshaw, Pete Rushton, Roger Steel and Jan Swaddling (8.20-9.30)

Apologies for absence Shirley Colenutt, Robert Gray and Joan Woodroffe

There were no Declarations of Interest apart from JB who is now on paid staff.

Minutes of last meeting were read and signed as correct

Matters arising

Fruit and veg care plan provided by AJ not yet on display?

Problem with EPOS printer was sorted next day.

Finance

(i)JB gave latest balances in all accounts. Another shortfall at end of TP has to be paid to PO

(ii)JB is actively getting advice from professionals about statutory pensions for staff and explained the situation as he understands it so far. Setting up pension is compulsory for full-time staff but voluntary for part-time. Contributions are split between employer (RCSL) and employees and there are various formulae for gradual contributions before staging date which is July 2017 so decisions need to be made. Smith and Pinching have offered service of setting up systems including official letters to staff for £500 fee. JB will report back when he has more details of exactly what is involved.

(iii) Accountants -All available paperwork has gone to Lovewell Blake but RS has some outstanding documentation, which he will forward in next week or so. Likely AMM date in January.

(iv) Managers have asked for money towards organising the volunteer party on December 12th. Invitations have been issued to all who have been involved with shop since conception.....after discussion, a figure was agreed and passed with one abstention. (CJ requested that if a karaoke machine is hired as planned that there will be some music she will recognise i.e. before 1970!)

(v) PR reported that he has reconciled Sage up to 6th November (and that he had spotted that AJ was sporting a new Charles Tyrwhitt shirt which was much admired by all present!)

Membership and EIS

EIS has been done -thanks to PR, who explained various issues that had caused complications.

Membership was deferred to next meeting but PR and CJ have updated database with latest details.

Staffing

There was a long and thorough discussion about changing contracts about payment for working on Bank Holidays and for annual leave, as we tried to find a solution that would be fair to staff yet not compromise RCS finances. RS gave out copies of a flow chart but it was too complex to take in without considerable time so it was agreed that they would be looked at outside the meeting and discussed at another time.JS explained some of the legalities involved.

PR will check with insurance company what would be covered in the event of shop being to forced to close for a long time and will report back.

Christmas shop opening hours were discussed at length, having seen the hours recommended by managers. Eventually the following compromise was agreed (with staff rostered for an extra 30 mins at each end as usual):

Thursday December 24th (not BH): 7.30 -16.00

Friday December 25th (BH): Closed all day

Saturday December 26th (BH): 8.30 - 13.00 (no Post Office)

Sunday December 27th (not BH): 8.30-13.00

Monday December 28th (BH): 8.30-13.00

Tuesday and Wednesday December 29th - 30th - normal opening hours

Thursday December 31st (not BH): 7.30 - 16.00

Friday January 1st (BH): Closed all day

Saturday January 2nd and onwards - normal opening hours

Volunteers will be sought to cover these hours and usual roster should apply for managers except on Boxing Day when RS and PR will do a double act again and PO will not be open.

CJ will inform managers of decision and let SC have details for publication in magazines. Information will also be included in next newsletter, shop Christmas card and via flyer in shop as well as on board outside. Details about bread/milk/papers need to be confirmed by managers.(JB to organise)

Volunteers

Two new DBS checks for new volunteers have been completed (thanks to Pete)

Arrangements for party in hand by 'girls'!

Retail sales and Wholesale suppliers

Margaret Thomas has asked to provide Christmas wreaths for sale, on same terms as last year which was agreed.

WTGN have bought in some indoor cyclamen for us to sell but they have to be brought inside at night. JB will ensure all staff know to put them on floor overnight not on ice-cream freezer to avoid a lot of mess.

Repairs, renewals and maintenance.

30 dark green aprons have been ordered.

No fridges to be turned off overnight as this is expensive on electricity (JB)

Urgent need for stockroom chiller to be replaced (action PR)

Better temperature probes are needed as cheap thermometers are possibly not adequate for task in commercial premises. JB will test probe bought in March '14.

When microwave is in use, it will need an annual microwave leakage test. MR will find cost of portable handheld tester on Googlefoo (new terminology, according to trendy techno chairperson!)

Grants and donations (see report)

Questionnaire almost ready to be put in shop but cutovers will need encouragement to complete them!

CJ will get Oddballs to fill them in.....on Friday mornings.

Publicity

Next newsletter done in draft form for distribution asap.

Publicity Leaflet just needs a couple of minor adjustments and will be ready to roll.

Christmas Card from shop to all villagers will be done again, hopefully. CJ threatened RS with something worse than death if he leaves it till last minute again this year so that they need delivering in cold wet and dark on night before Christmas Eve - he promised in front of several witnesses to have it ready early and will speak to RG about it. Watch this space.....

Events

Craft Saturdays have started well.

Ideas for brightening up dull days of February and March are sought...(AJ suggested speed dating session in cafe, which was greeted with enthusiasm by EJ)

Website & IT

Website is looking good, thanks to work by Simon Best

Correspondence

Membership of Federation of Subpostmasters is now free so RS will complete form and renew membership

WH Smith are offering local franchise to POs but this was not agreed by committee.

RS is proud owner of snazzy little gadget for accessing online banking for shop.

Communications from GE Pretenders asking us to sell tickets in shop and donate a raffle prize - both were agreed. RS to give prize to CJ who will pass it on.

Email had been received from Dave Howie asking if shop would display Tricolore at half mast in memory of recent terrorist attack in Paris but it was felt to be too late now as a flag would need to be bought and we have no suitable flagpole to give the dignity it deserved.

Input from floor

Thanks to PR for provision of another variation of his culinary talents - palmiers in two flavours that were absolutely delicious (but messy to eat)and to usual folk for providing hot drinks and biscuits.

Howling gales and heavy rain threatened to whisk us away, like Dorothy, to OZ during meeting but upside was that no flies interfered with trains of thought.

AOB to be discussed at next meeting

Nothing not already covered.

Date and venue for next meeting was agreed for 7.30pm on 2nd December

Meeting closed officially at 10.05 pm