

Minutes of Management Committee Meeting

held on Wednesday 19th December 2018 at 7.30 pm in shop.

Present: Philip Dingle (PD) Cath Jones(CJ), Gella Ladner(AL) ,Victoria McArthur(VM), Dave Seaton(DS) + Michelle Barron (MiB), Alan (AJ) and Elaine Johnson(EJ) and Mick Ladner(ML)

Apologies for absence: , Pete Rushton(PR) Roger Steel (RS) and Shirley Colenutt(SC)

Declarations of Interest: None.

Minutes of last meeting were read and signed as correct by DS.

Matters arising:

Mission Statement: David Barnard has clarified significance of Red Tractor kitemark and it was agreed that this is still relevant for our Mission Statement.

St Peter's Church PCC has confirmed that church can be used to hold AMM in February.

Finance (see report)

VM gave out bank balances in all accounts and explained why some money has been transferred to Share Account this time.

VAT quarter will now be done in January, due to various commitments.

Member of staff with tax queries has consulted KO about problems with claiming back overpaid tax to a previous employer. This would normally be taken off tax currently being paid but staff member does not earn enough to reach tax threshold so this is not applicable. GL will liaise with HMRC to see if there is a way that money owed by tax office can be paid directly to staff member, instead of RCS paying it up front, as it is concerned with previous employer and nothing to do with us. NA is being paid Maternity Allowance by RCS and, although this will eventually be paid back, it means we do not have sufficient funds to pay this amount too.

Thanks again to SC for doing daily takings - discrepancies are still ongoing and being investigated.

Bills have been paid.

GL is up to date with her Sage input, apart from a couple of invoices that are being chased up.

Staffing

DS will look at Employment contracts over Christmas and will report back to next meeting. Thanks to PD for forwarding suggestions.

Staff appraisals will be done in January.

Volunteers (see managers' report)

Shortage of capable volunteers was again discussed at length. Lone worker procedure was discussed again and committee felt that under normal circumstances no manager should be put into position of being alone in shop, as this would constitute a lack of duty of

care to an employee. Most volunteers have indicated that they are happy to be contacted by text message if there is an emergency shift that needs filling and MiB will look at this.

VM reminded everyone that volunteers are essential if we are to be a community shop and that paid managers should not take their place except in exceptional circumstances.

New volunteers are generally doing well and MB is undertaking intensive training with those finding working EPOS and Lottery very challenging.

Retail Sales and Wholesale suppliers (see report)

Sales of locally produced jams and chutneys are good but may dwindle after Christmas season.

PR will be asked about his contact with Laithwaites as PS has drawn a blank with her line of enquiry.

Broadland Wines being investigated about lines and prices.

PD answered query about invoice for his sauces, and confirmed that we only pay for sold items. Sales are still being monitored.

BJ Toys contract has been terminated as these were not selling well.

Piper's Crisps are being replaced by Burt's Crisps as can be obtained in smaller, more manageable quantities from Booker's.

There has been high wastage of milk recently so MB has lowered standard order. This is being monitored and can be adjusted. EJ pointed out that Christmas would not be a typical time to get accurate sales figures.

Repairs, renewals and Maintenance (see report)

New scanner has arrived.

JW to be asked to contact supplier of hot cupboard about light fitting.

New mats/runners by front door are in place.

Publicity (see report)

RCS Christmas cards were designed by RS, printed by DS, folded by CJ and delivered in Rocklands by a team consisting of A&E, McArthur family, Millie Eke, John Scase and Dave Jones. Many thanks to all!

Events (see report)

Volunteer party took place and was enjoyed by those attending. Thanks again to Marion and Steve for hosting.

Christmas Coffee Morning in aid of Foodbank took place on December 14th and raised ~£100 which will be converted into food for foodbank in Thetford. Thanks to all who made cakes, mince pies and sausage rolls and to those who supported.

(Pause for drinks and various seasonal food goodies to celebrate Gella's recent birthday - thanks to A&E, MB and VM for providing refreshments!)

Carol singing on Christmas Eve will go ahead as usual at 11am. Although MB has some red wine left over from party, it was felt that it is better to stick to a non-alcoholic mulled drink as there will be many children present. A&E will organise drinks and CJ will get mince pies and provide words for carols.

Website and IT

Thanks to Simon Best for keeping website up to date.

Twitter feed is now functioning again.

Correspondence

Letter has been received from an original shareholder asking to withdraw his shares. Original Model Rules were discussed and explained to new committee members. Business committee will discuss in depth and agree a protocol, after advice from Plunketts, as although we are achieving our targets, we are not yet making a profit overall. Member will be contacted to explain.

Jake's quiz on Saturday was well attended in spite of hideous weather and other events going on in village at same time. £280 profit was made and Jake has taken a small amount needed to reach his target for his project and made a generous donation to shop with remainder. Thanks to all who helped, attended and provided refreshments and to SC who was Quizmaster (mistress??). Well done to Jake, and his helper Chloë, for writing the questions and organising the event.

Kett's Bookshop event on January 14th - VM has had more details about what is required and will organise with Business committee.

AOB

MB will check with managers that they would like to change morning opening hours back to the original time (7.30 Monday - Saturday and 8.30 on Sunday) and this will be discussed at next meeting.

Date and venue for next meeting: 7.30pm on January 2nd 2019 in shop.

Meeting closed at 9.34 pm .

