

**Minutes of Management Committee Meeting** held on Wednesday 20th April 2016 at 7.30 pm in Pavilion.

Present: Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Peter Rushton, and Mary Trinder

Apologies for absence: John Borrill, Shirley Colenutt, Roger Steel and Joan Woodroffe

Declarations of Interest: None

Minutes of last meeting were read and signed as correct by VM in absence of RS, (due to an important 90th Birthday celebration.)

Matters arising:

Thanks to MR who has completed list of essential contacts which is now on display in back office.

Election of Officers

The following officers were elected unanimously en bloc:

Chair: Roger Steel; Vice -Chair: Malcolm Robertshaw; Treasurer: Victoria McArthur; Company Secretary: Peter Rushton; Minutes and Membership Secretary: Catherine Jones; Publicity: Mary Trinder. Other responsibilities would be shared out equably as necessary.

Finance

VM has kindly agreed to take on role of treasurer and is liaising with JB during changeover period. This will take some time as various procedures e.g. bank access need to be completed. The majority of outstanding invoices have been paid and the bank balances are looking as expected. It was agreed that areas of financial responsibility need to be checked and tightened if necessary. Company debit cards, if not being used, should be in a safe, known location. Many, many thanks to Vix for agreeing to take on this onerous task when she is already so busy - it is hoped other committee members will be able to help with some more mundane unskilled tasks to help ease the workload slightly.

A huge vote of thanks was passed to JB for the outstanding work he has done over the last 2+ years, keeping RCS afloat and steering us through challenges nobody envisaged.

PR has had new Membership Certificate approved and it is now ready for printing. New members still number 14.

Staff

VM and PR have looked into pensions requirements and come up with various points to consider. £390 has already been paid to SG with a further £900 payable if we continue along this route, + £300 to People's Pensions. There was lengthy discussion about the various options and eventually it was agreed that, as there is no immediate necessity time-wise to make a firm decision, more investigation would take place. EJ suggested RS (in his official capacity as Sub-postmaster) contacts National Federation of Sub-Postmasters for further advice and VM will also speak to JB about what he has gleaned.

Staff appraisals are due for JB, NA and MM and RS is still actively pursuing finding suitable dates for these.

MT offered to take on HR role liaising between committee and staff as there seem to have been some areas of miscommunication recently, which have caused some misunderstanding. It was agreed that the committee greatly values all staff and we need to keep lines of communication open - we are all in the same game and working as hard as possible to keep the shop open, so we need to work symbiotically.

Thomas Golke has asked to do his Year 10 Work Experience at shop. This was agreed in principle - we await the paperwork, with details of dates etc.

CJ has requested that she and PR are given times when PO cover might be needed in advance when possible (eg regular times on 4 week rota when a long shift is not covered by a crossover of managers) so that they can arrange between them to be around for PO duties.

### Volunteers

All seems to be going well on volunteer front with no major problems reported. Most shifts are being filled, but it would be good to get more 'advance bookings' to avoid time being spent by managers having to ring round to fill odd shifts at last minute. CJ, VM and PR observed that they do not seem to be on email list for filling gaps in shifts so will ask for this to be rectified! Some school leavers will be available to do more shifts when their exams are over in June.

### Retail sales and Wholesale suppliers

No feedback from managers so assumption is that all is going smoothly.

NA and MM decided not to attend National Convenience Show at NEC.

### Repairs, renewals and maintenance.

After an email from MM following a managers' meeting, regarding stock taking/EPOS closure on May 29th-30th, it was agreed that café would remain closed

and that papers only would be sold by MR (who will also act as teaboy) outside under gazebo. If extra help is needed, MR will alert willing volunteers from committee and friends.

(ii) Chiller has been delivered to kerbside of shop on Monday 11th April. Thanks to A&E for allowing access through their garden and to those who helped to manoeuvre a cumbersome piece of equipment through a gap smaller than required. Delivery men were helpful and were given 'something for their trouble' from petty cash by JB. After being sanitised and installed by PR and CJ, the new chiller was switched on next day and is now in use. MT will contact EDP for publicity shoot. MR has updated the inventory accordingly.

(iii) Pull cord switch in toilet broke at weekend and has now been fixed. A&E asked that ALL problems that are their responsibility as landlords are reported immediately, even at weekends as they would prefer to deal with them as soon as possible.

(iv) CJ has been in direct contact with Jane Dove and has details of plaque to be put on the bike rack. Final price is not yet known as labour costs have not been finalised. It was agreed that plaque would be made as soon as possible so that Jane could see a photo of it.

(v) Following a thunderstorm on April 14th, there were power issues at shop that caused problems with alarm system. Thanks to NA for sorting them all out quietly and efficiently.

### Grants and donations

Nothing new to report

### Publicity

(i) Final version of brochure is now ready to 'go to bed' and MT will arrange for Barkers to print 1000 flyers and 500 business cards. (These would be substantially cheaper online so MT agreed to see if Barkers could better their price on them.)

Leaflet - £101 for 1000 copies

Business card - £40 for 500 (both prices net)

(ii) Newsletter. VM will send MT a template to work from and she will start producing next newsletter, with details of special offers etc as well as news about forthcoming events etc. RS to be asked if back office printer is man enough to print NLs to avoid excess use of PR's goodwill and printer cartridges!

(iii) Thanks again to SC for getting copy to local publications.

## Events:

CJ read email from SC outlining main outcomes from Street Party organising committee meeting held in shop on 19th April. SC will need lots of publicity for Street Party fundraising quiz on May 14th. Advertising for both will be up in shop from this weekend.

CJ informed that a tree-planting ceremony will take place in memory of Richard Smedley at 4.30 on Friday 22nd April at Playing Field. All are welcome.

## Website and IT

Nothing to report

## Correspondence

Letter from Dr Jane Dove regarding bike rack was discussed under Repairs etc.

## Input from floor

Thanks to all who provided refreshments during evening - hot drinks from Elaine and shapeless cookies from Cath's Kitchen. More adult refreshments and nibbles were provided by PR after meeting had closed, when all seemed to suffer withdrawal symptoms having closed meeting early and all stayed for a leisurely mardle whilst clearing up! Major medical issues e.g. ear wax and itchy toes were highlight of conversation, but due to Hippocratic Oath issues, details may not be given.

## AOB for next meeting

Welcome packs for new Rocklanders

Date and venue for next meeting at 7.30pm on 4th May 2016 in pavilion.

Meeting closed officially at 9.29 pm (nearly a record!)