

**Minutes of Management Committee Meeting** held on Wednesday 21st June 2017 at 7.30 pm at pavilion

**Present:**, Alan and Elaine Johnson ,Cath Jones, , Malcolm Robertshaw, John Rose, , David Seaton, Roger Steel and Mary Trinder

**Apologies for absence:** Shirley Colenutt, Victoria McArthur, Pete Rushton and Joan Woodroffe

**Declarations of Interest:** None

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

**Matters arising:**

Marion Baker organized yard Sale, not as stated in minutes. Apologies for mistake.

**Finance** (see report)

- Bank balances were given for all accounts. Money to be transferred between accounts is pending. Daily takings are up to date. Sage reconciliation is in hand. Petty cash remains same.
- ECR has been contacted again regarding CSV snapshot of sales analysis, but still waiting for response .
- Alcohol licence is still pending .

**Staffing** (see Managers' report)

1. Appraisal for 4th manager is still pending.....convenient date being sought.
2. Complaints form will be copied to managers (apologies that it hasn't already been done but CJ has had major computer problems and master copy has been lost, possibly forever, along with other data....)
3. Succession planning was discussed fully again, including possible use of apprentice schemes, but finally it was agreed that it is impossible to put any plan into action until the need actually arises. We remain fully aware of the potential problems.
4. Cover for sickness and holidays is being absorbed by managers, with help from EJ and PR.(Many thanks to both volunteers for giving up their precious free time to do this, and to managers who are being flexible with their hours - it is much appreciated by all, including customers. So far, there have been no closures due to lack of staff.)

**Volunteers** (see Managers' report)

A villager has kindly come forward willing to produce a volunteer newsletter. She is liaising with managers and MT.

MT has made a laminated copy of volunteer rota to be placed near door, showing shifts that have been filled for next couple of weeks. It will be ticked by managers regularly as shifts are filled in normal way and hopefully will remind existing volunteers to sign up for empty shifts, as well as encourage new volunteers.

Rota is being filled most of the time but managers are still having to spend a lot of time trying to get shifts filled.

### **Retail sales and Wholesale suppliers** (see report)

Managers will be asked to remind all younger volunteers about laws regarding sale of alcohol, tobacco products and Lottery tickets.

Flowers from P&H have been trialled for about a week and sales have been quite pleasing. Managers will continue to monitor quantities and most popular types/prices of bunches that have been sold to avoid wastage as much as possible. Well done, managers. In recent extremely high temperatures, it has been difficult to keep the flowers out of the sun, but measures are being taken to keep them out of direct sunlight at least.

Hallowe'en and Christmas stock from P&H needs to be ordered soon, but will be stored in secure place off-site to prevent storage problems.

Magazine sales are being monitored by managers and some new lines will be ordered and others, that are currently consistently returned each week/month, will be cancelled. Well done!

### **Repairs, maintenance and renewals etc** (see report)

1. Pie heater- no further news.

2. Coffee machine changeover has been confirmed for 27th July. Calypso direct debits are cancelled and a refund will be given after that date of what is left of deposit. Minimum order of monthly consumables from Tchibo has been adjusted to a more realistic figure.

3. Colour Laser for printing newsletters will be bought by MT with advice from DS and will be stored at her house.

4. Air con unit update was given by RS. Coldlink will provide a new unit hopefully next week or as soon as possible, and will liaise with electrician over 20 amp supply. (RS gave a clear and succinct visual demonstration of how the electric supply works, using his fingers, which mesmerized us all!)

*(Nobody's birthday so we enjoyed tea, coffee and delicious posh biscuits available from a community shop very close by, courtesy of Alan and Elaine - thank you!)*

5. A/C unit has been serviced and fridges and freezers that are not working properly looked at by Darren Page on 13th June. Thick layers of dust and dirt created by this were painstakingly removed by PR late into the night, with just a little help from his friends. Extremely high temperatures during day have meant very uncomfortable working conditions so PR has bought two fans to try and make the atmosphere more comfortable before new a/c unit is installed. He has also taken measures at night to draw out hot air and let cool air into shop to help - many thanks to him for his efforts, without which it would have been even worse.

6. Managers will be reminded about protocol to be followed if fridge or freezer does not reach required temperature and usual procedures have not worked to rectify the problem.

Appliance should be turned off and engineer called immediately, whatever time it is. Our contract says that a message can be left at any time.

7. Useful contacts list has been written out again by MR and will be typed out by DS and passed on to everyone for future reference. Managers are directly responsible for calling out for maintenance or repair jobs necessary, in order to avoid delays.

Alan and Elaine will ensure all managers know how to turn off water supply in the event of an emergency.

Request from RS that all information about contracts and their renewal dates is passed to MR **immediately** so we do not miss any important renewals.

**Grants and donations** (see report)

Cycle rides are now taking place weekly for duration of summer months. Shorter rides and longer ones will alternate to suit all participants.

Nature Walk and Moth Trap will go ahead hopefully in July.

Heinz Wolff idea was kicked into touch for time being as impracticable at moment.

Tai Chi classes will be looked at again and possible taster sessions organized - an instructor has been found who lives locally.

## **Events**

Garage Sale on June 11th was successful, and raised £120 through stall donations and £20 from map sales. Thanks to MB for organising!

Rocklands School fete will be held at school on July 2nd and involves a 'museum' of Rocklands history which is in hand.

SNAP team has been given permission to run publicity sessions in shop (PCSO Dion is organising.)

## **Website and IT + facebook and twitter pages**

Thanks to Matthew Johnson who has kindly offered to do a virtual reality tour of shop for publicity pages on shop and other websites. Original date to be postponed due to unforeseen circumstances regarding fresh and frozen order but will be re-arranged.

Flowers on sale will be advertised on website.

RS reported lots of followers on his Twitter account.....whatever next?!??

## **Publicity**

MT is chasing A-boards (the mind boggles!)

PO leaflets seem to have all been used so more will be produced when laser printer has been purchased.

## **Correspondence**

None not covered elsewhere.

## **Input from floor**

Thanks to A & E for refreshments. Concern was raised that AJ, on approaching an age when he needs to renew his driving licence, could not remember the punchline of the joke he started to tell...we wait with bated breath for the final denouement!

## **AOB**

Any items for discussion to be given to RS in good time before next meeting.

**Date and venue for next meeting** at 7.30pm on 5th July 2017 in pavilion (unless we hear to contrary!)

**Meeting** closed officially at 21.42h.