

Minutes of Management Committee Meeting

held on Wednesday 23rd May 2018 at 7.30 pm in shop

Present: Philip Dingle (PD), Alan and Elaine Johnson(EJ), Cath Jones(CJ), Victoria McArthur(VM) Pete Rushton(PR) and Roger Steel (RS)

Apologies for absence: Shirley Colenutt(SC) Malcolm Robertshaw(MR) ,Dave Seaton(DS) and Mary Trinder (MT)

Declarations of Interest: None.

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

Matters arising:

No further news about side effects of eating purple asparagus from AJ.....

Finance (see report)

- Bank balances and financial report were presented by VM. PR gave snapshot of financial position compared with May 2017 and there is an indication that we should be cautiously optimistic.
- Bills about to be paid.
- Thanks as always to SC for doing a sterling job on checking figures. All daily takings sheets are now being triple checked by VM and SC and all glitches are being sorted (apart from one with SC's computer not always playing nicely with VM's so RS will go to rescue)
- Extra wages due to JB following pay rise is still being sorted.
- Sage reconciled up to date-thanks to PR. (However, this is only on current a/c as he does not have information from other accounts in order to reconcile those. KO will be consulted)
- VAT quarter, due 31/05/18, is being sorted and meeting in June with KO arranged.
- Problems with card machine (Global Payments) has finally been sorted...eventually a new machine was sent by Global Payments and all is now working properly. PD expressed concern that it had taken so long to sort out as custom and good will were lost during the problem period. RS thanked PR for the hours he had spent sorting it all out, which was echoed by all.

- Shortfall at last end of TP in PO had been investigated by NA, MiB and EJ and solutions found. Protocol for checking cash received from POL will be followed stringently, following discovery of possible errors in notes received.
- After discussion it was agreed unanimously that monthly discrepancies under £300 would be settled by withdrawal of correct amount using RCS bank card and paid to POL immediately. Amounts over £300 would be settled to account directly. NA and MiB to inform Treasurer and committee each time what had transpired and reasons for discrepancy if known. PO protocol for cash declarations etc is being checked and amended by NA, MiB and EJ and new safety/security systems are being put into place which should make things easier and more accurate all round.

Retail sales and Wholesale suppliers (see report)

PD has had blitz on cigarette prices and new more realistic prices are being implemented. Next area to be addressed is greetings cards.

Arrangements for delivery from Bookers has not been implemented as PR has not been able to see depot manager yet. (He has been given RCS shopping list for orders to be collected at weekends, when there is no manager on duty at wholesalers.) Concern was expressed that reverting to a delivered order solely each week would not embrace seeing bargains with no expiry date or long Best Before dates that could be bought in bulk, which would be good for profitability. It was agreed that a combination of a weekly delivery from Bookers coupled with extra Cash and carry visits would be best solution. After another long discussion, it was agreed that PD would speak to NA about other 'perks' e.g. joining 'Bookers Club' and a decision made by next meeting. PR will try to see manager at Bookers during week to find out more.

Issues raised in Managers' report about new suppliers were agreed, including supplies of greetings cards.

Following a letter from Müller Milk stating that they will probably be withdrawing from delivering milk to small businesses shortly, PD agreed to investigate other suppliers and report back (any information anyone else finds to be reported to PD, please.) *(PR got excited at thought of riding round with a milk churn on a horse and cart accompanied by a milk maid, but it was considered impractical on many fronts!)*

Repairs, renewals and maintenance.(see report)

Annual maintenance on air-con units has been done and PR gave report on condition of appliances. Chillers need to be vacuumed out more frequently than at present (apologies from CJ who did that in past before slipping a disc) and air con units must be used correctly. Reminders need to be in place about keeping door closed to avoid units having to work so hard to maintain the temperature and all volunteers made aware to ask customers to shut door.

External hard drive is almost full so DS has been to look at it to clear space. The way it has been configured means that it is more feasible to buy a new one with 2 TB, which DS will configure so that storage space is not wasted on un-necessary things. (Immediate action).

Following PD's emails with details of tax implications etc, there was more discussion about shed. PD will speak to NA and managers about whether they are completely on board about bulk buying in order to use shed efficiently and to raise profits significantly. Offering a wider range of goods is also desirable but care must be taken about overstocking so that stock isn't wasted. Organisation needs to be meticulous if the shed is to fulfil its purpose.

PD will buy internal noticeboard for above chest freezer to rationalise all notices and adverts. New shelving will be put in places where notices are currently displayed with 'hotspots' of bargains that change every 3 days or so.

No more news on stand alone external noticeboards.

A reminder was made that whenever anything is done regarding repairs and renewals, all committee and all managers should be informed, as a lack of communication has caused misunderstandings on occasions.

Volunteers

There has been a problem filling shifts again recently with warmer weather and natural wastage. Half term could bring more problems. A specific leaflet will be produced to rally more volunteers, rather than just including an appeal as part of regular NL.

Next volunteer training session will be in June but no definite date yet arranged.

Grants and donations (see report)

VM is speaking to Lucinda about interim report soon.

Events:

Boudicca 100 Cycle Ride took place on May 20th, with a titanium knee winning the challenge. Well done to VM, PR and Kong for completing 100 miles!

Bat survey/moth trap to be co-ordinated with school 'Camp out' on July 20th in conjunction with Sue Steel and Chris Sharpe.

Macmillan CoffeeMorning will take place on September 28th in shop.

Oddballs group still meets regularly every Friday with numbers varying from 5-15 regular knitters + occasional guests.

Publicity

NL produced by MT this week doesn't really have enough new information to justify production costs and labour, so will be deferred until there is something new to shout about.

Input from floor

Thanks to PR for refreshments.

AOB for next meeting to be sent to RS in good time.

Date and venue for next meeting: 7.30pm on June 6th 2018 - venue to be decided.

Meeting closed officially at 9.43pm (improving...keep it up Mr Chairman! perhaps you should go to Chelsea Flower Show more often!!)