

Minutes of Management Committee Meeting held on Wednesday 24th August 2016 at 7.30 pm at Innisfree

Present: Cath Jones, Victoria McArthur, Pete Rushton, Mary Trinder

Apologies for absence: Shirley Colenutt, Alan and Elaine Johnson, Malcolm Robertshaw, Roger Steel, and Joan Woodroffe

Declarations of Interest: None

Minutes of last meeting were read and signed as correct by VM in absence of chair and vice-chair

Matters arising:

No definite new committee members yet.

Finance (see report)

1. VM asked that PR was thanked profusely for stepping into her shoes and doing all financial work while she was on holiday - everything is completely up to date and accurate(even though he looked a bit silly prancing around in lady's shoes!) Sage is reconciled apart from one bill.
2. RS is still exploring finding a new Company Secretary.
3. VM and KO have meeting pending in September to discuss VAT quarter payments.
4. Breakdown of Lottery figures for first 3 weeks of August has been given by NA, but does not include Scratchcard sales. There is some concern that when Euromillions price goes up shortly, sales will diminish, so this will be monitored.
5. EOY is 31.08 and looming. PR has spoken to Lovewell Blake and ascertained what is necessary for stocktake requirements. After considerable discussion, the following were agreed:
 - NA and other managers to continue counting stock and matching it with printout from EPOS until Monday 29th, with help of volunteers, adjusting when necessary.
 - NA to be asked for list of stock not on EPOS so those items can be counted manually
 - Complete stocktake will need to be done if EPOS figures prove to be very different from actual stock on shelves or from previous years.

Staffing and wages (see report from NA)

Staff holidays seem to be being covered successfully- thanks to managers for working creatively around the roster.

Retail sales and Wholesale suppliers (see report from NA)

1. Fruit and vegetable stock seems to be better and is being monitored.
2. Relocation of some stock seems to have resulted in increased sales.

3. NA and MM have reached decision on what new display stands they want for new local produce area. Decision made that they should be purchased, including other items e.g. small blackboards as requested. Thanks to NA for new canopy above display area which has been much admired!

4. New ice cream freezer from Wall's has been ordered but no invoice received yet. **Action:**
PR

Volunteers

Shifts are being filled, just about, but there is a lack of volunteers at weekends and holidays, understandably!

Volunteer Party is still being sorted- original date not viable and alternative suitable date is proving difficult to find. With so much else going on, it may be necessary to shelve the idea and leave it to Christmas but final decision is with managers.

Repairs, renewals and maintenance.

1. Plaque for bike rack has been received and will be positioned after consultation with Nick Parravani.
2. Electricity contract has been renewed by PR who has negotiated a better, cheaper deal. Well done, Zeb!
3. RS will be asked about positioning of dog loops on forecourt.

Grants and donations

VM has started to draft BL Report, due at end of August. There was discussion about what should be included and ideas were shared.

Managers are starting to think about shift patterns etc to help cover incremental loss of grant money to pay wages (see NA's report)

Events

Marion's weekend is being advertised (Sept 10th and 11th) and also Macmillan BIG Coffee Morning (30/09)

Events diary is in shop for whole village and all organisations need to be aware of its existence so that major events don't clash hopefully.

Publicity

Newsletter is being printed by PR and will be delivered as soon as possible.

Website and IT

Simon Best has kindly agreed to be responsible for all website. Items to be put on need to be sent directly to him for inclusion.

Correspondence

Letters of thanks has been sent to Gordon Watts by PR.

CJ has been in correspondence with solicitor dealing with a shareholder's estate and all seems to be sorting out.

Input from floor

Nobody on floor therefore no input

AOB for next meeting - Action points covered from this meeting should be emailed round when completed. Any problems encountered should also be emailed round so all are aware of what is going on.

Date and venue for next meeting at 7.30pm on 7th September 2016 in pavilion (unless we hear to contrary!)

Meeting closed officially at 9.45 pm when tapas provided by PR were partially consumed - thanks again!