

## **Minutes of Management Committee Meeting**

held on Wednesday 24th October 2018 at 7.30 pm in shop

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

**Apologies for absence:** Shirley Colenutt(SC),

**Declarations of Interest:** None.

**Minutes of last meeting** and closed meeting held on 10th October were read and signed as correct by DS who thanked MiB for her attendance.

PR suggested that with so many new members of Team Rocklands Community Shop, it would be a good idea to re-visit the Mission Statement and Code of Conduct signed by original members in 2013. This will be put on agenda for next meeting.

## **Matters arising:**

None, not covered elsewhere in agenda.

## **Finance**

VM gave out bank balances in all accounts and explained that wages bill will be very high this month due to staff changes and new staff being trained.

Sage changeover between PR and AL is ongoing and is awaiting action by KO on system to 'draw the line' after reconciliation.

POL paperwork has been returned for Josh White and is still pending for Laura Stokoe.

P45 query will be raised with KO by VM.

There have been some issues with reconciling daily takings after malfunction by EPOS printer but these are now in process of being rectified.

## **Staffing** (see report)

(MiB, AJ and EJ left during discussion about individual staff members and their pay.)

NA and JT did their last shifts on Friday 19th October and were given farewells.

PS is now fully trained and flying solo. JW and LS are progressing well with their training - thanks to MiB and MaB for carrying on where NA left off!

*(First fly of evening met its demise after a bare fisted altercation with VM!)*

DS presented a paper explaining why we are currently over-staffed. He has discussed individual conditions of employment with relevant staff and will sort new contracts for new staff as soon as possible. DS was thanked for his sympathetic handling of a delicate situation.

It was agreed unanimously (prop: DS and sec:PR) that MiB is appointed Senior Manager with immediate effect and that she will oversee other managers. As her hours will be extra, it is expected that she will not necessarily be on roster covering shop opening hours, but will oversee all the jobs that there has never been time for in past and will work flexible hours according to need.

There was discussion about the effect of reduction in shop opening hours on daily takings and agreed that the situation will be looked at again in New Year, when things have settled down.

MiB will look at staff contracts and suggest updates and amendments so that they are a better reflection of jobs, with more detail.

MiB will write operational and HR procedures for Staff Handbook, which is very out of date.

### **Volunteers** (see managers' report)

Volunteer contract update to include new GDPR and reference to underage sales . (Action:MiB)

Training sheet will be re-written by managers (Action: MiB et al)

Volunteer Party invitation distributed for December 7th. Thanks to MaB for organising and hosting!

Thanks to Joan Woodroffe for being super vigilant when (under age) Mystery Shopper tried to buy Lottery ticket on Saturday 20th. She followed procedures to the letter and as a result we have been taken off 'special measures'!!

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

Christmas stock will be put on display after Armistice Day

New café hours have been advertised and implemented.

VOW retail stock arriving soon in time for Christmas. *(MiB had to be restrained from her over excitement over this!)*

It was agreed that MiB would produce new signs for outside shop, including advertising Christmas stock, using Corex, which will be longer lasting and more aesthetically pleasing. Thanks to ML for photos that will brighten up displays.

PR thanked AJ for doing the bulk of fruit and veg runs... echoed by all.

### **Repairs, renewals and Maintenance** (see report)

Managers have agreed that most beneficial way of doing ECR training would be to book a day which will be split into two identical sessions, am and pm, so that all staff can cover all basics from scratch. This was agreed. (Action: MiB to book with ECR)

Quote for cost of Touch facility for checking in new stock has been requested. (If not too expensive, this would make entry of new stock much quicker and more accurate.)

Josh and Laura have completed Food Hygiene certificates successfully. Other staff will complete theirs asap, when they have time!

Charles McIlwhan will give advice about First Aid training necessary.

Laptop has been passed to DS for unencryption. There is no crucial data stored on it so DS was confident it could be done and returned to MiB quickly.

MiB, PS and EJ are in discussion about more efficient ways of archiving PO data.

CCTV update and check is being addressed by contact of PD. (PR to give further information)

New bulbs for insectocutor have been ordered and will be hopefully cheaper than buying new machine.

### **Publicity** (see report)

Items for next NL needed....to go out after November 11th.

### **Events** (see report)

Adnams wine tasting event booked for 30th November. Procedures were explained as to how it has been run in past, for benefit of 'new people'.

David and Rosie Barnard have agreed to think about a cookery demonstration in shop in 2019.

Usual Christmas carol singing outside shop will take place on Christmas Eve. Other events eg craft stalls were discussed.

### **Website and IT**

Links from website to Facebook and Twitter has been checked. No connection to Twitter appears to be available so DS will contact SB. SB will be asked to update recent changes of staff and committee members.

### **Grants and Donations etc** (see report)

Lucinda Leonard from BL has asked for new date to meet, having had to cancel last appointment due to illness. VM will confirm new date after contacting Lucinda (Tuesday 30th in morning suggested as suitable.)

### **AOB**

A confidential issue concerning a customer and her mother was discussed at length. PR will write a draft letter in response for approval before sending it.

Thanks to PR and A&E for refreshments!

**Date and venue for next meeting:** 7.30pm on November 7th 2018 in shop.

**Meeting closed** officially at 9.29pm

