

**Minutes of meeting** held on 25th March <http://www.breckland.gov.uk/content/elections-2015> arch 2015 at pavilion at 7.30pm

**Present:** Shirley Colenutt, Alan and Elaine Johnson, Cath Jones, Victoria Mc Arthur (from 8.10), Malcolm Robertshaw, Pete Rushton (from 8.00), Roger Steel and Joan Woodroffe.

**Apologies for absence** were received from Natalie Albrow, John Borrill, Robert Gray and Jan Swaddling

**Minutes of last meeting** were signed as correct as sample cakes from potential new supplier were distributed and tested.

## **Matters arising;**

Toilet cleaning checklist has been put in place.

Easter Bunny Walk was agreed to be on Easter Monday and RS is making arrangements.

## **Finance**

In absence of JB, RS gave bank balances and explained that a further £2k has been transferred to business a/c to cover annual leave payments.

VM has produced finance projection for coming year and copies were distributed. Profits are looking constant and there is every hope that wages could be covered, even without grant. Thanks and congratulations to Vix for all hard work.

PR explained that EIS paperwork has been sent off but response could take up to 6 weeks. AR30 forms have also been submitted. Thanks to PR who got all done on time ("Sleep is for wimps")

## **Retail Sales etc**

See report from NA following Managers' meeting on 17th March

Samples from new cakes and biscuits were discussed with prices looked at along with figures provided by JB. Cakes were very good but more expensive than from previous supplier. Hingham Bakery cakes are convenient but general opinion is that quality is not as good as before. MR gave results of fact-finding mission to Merv's bakery in Attleborough but he will only give 10% discount, meaning that prices would have to rise in café, which we are reluctant to do.

Shop had been VERY busy at times during today, with large order arriving at same time as lots of customers and work being done on EPOS system in back office, as well as usual Wed PO weekly balance. A huge order of frozen fish (described as being all the fish in the Atlantic Ocean) had also been delivered at same time causing a severe lack of freezer space! Well done to MM and JW for battling through the odds and getting everything essential done by closing!

Asking for a different (quieter?) day for P&H deliveries was discussed and this will be looked into after discussion with managers.

SC and ARo have spent many a happy hour sorting the alcohol onto the EPOS system and now have produced an accurate stock sheet (apart from Wolf Brewery produce which is from separate supplier.) This has been extremely time-consuming and we are very appreciative.

It was agreed that, with JB's approval, the managers' suggestion that banking is done at close of day by manager responsible for final cashing up, rather than following morning by a different manager, will be implemented for a trial period.

There was considerable discussion about stopping P&H Snacks and P&H Sweets and ordering all products through normal P&H delivery. Possible risk is that would mean more being delivered on Wednesdays instead of being spread across week. If managers think it is good idea, then we are willing to try - if unsuccessful, we can go back to current system.

All agreed with suggestion about card suppliers.

JS has suggested getting more rustic baskets to display e.g. fruit and veg and this will be looked into.

It was agreed that we would investigate different suppliers in order to get best deals as this seems to work for other small businesses.

### **Staff issues**

These were discussed 'in camera' by committee only at end of meeting as there were confidential issues to raise.

### **Grants** (see report from VM)

### **Volunteers** (see report)

Next volunteer training session will be held on April 26th (after closing) and will include more training on Lottery.

Email has been sent to all volunteers on list informing them of training and also asking for them to fill roster during Easter weekend in particular.

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

Thanks to SC for getting information into all local publications in good time

Latest newsletter was written by VM (with input from PR) and printed by PR who also delivered most of them in village single-handedly. Many thanks to him but it was stressed that we have a few willing volunteer delivery folk who were put out not to be asked! (Quote from John Donne is appropriate: 'No man is an island....')

Publicity leaflet is being worked on and finalised by RG -many thanks. He has emailed some questions that we need to address before publishing finished leaflet.

## **Website and IT**

Facebook page is looking good and is getting lots of hits and likes . Website is ongoing work - minutes have been sent to Simon Best for inclusion.

An attempt to tweet has had partial success by someone who has similar name to our chairman! A work in progress!! (Watch this space - next week problems at BBC and Top Gear may have faded away and RCS will be talking point of UK!)

## **Repairs, maintenance and renewals**

Cowl on outside light now fitted, thanks to Duncan who has done magnificent job. His out-of-pocket expenses will be paid but he provided expertise and labour free of charge. Many thanks!

Light sensor will be fitted by electrician soon.

Upright freezer has not been reaching required recommended temperature although contents have not suffered. RS and PR will look on Friday at cleaning out motor compartment and if that fails to work an engineer will be called. Guarantee will be checked to see if cover was for 12 months or 24.

## **Correspondence**

VM has received letter from PCF thanking her for her input at Warwick forum, which was described as 'inspiring and informative'!

Reply has been sent to shareholder from Hants with copy of summarised accounts.

## **Input from floor**

### **AOB**

Many thanks for refreshments - much appreciated. Written opinions on different cakes were collected by MR who will collate and report back on results.

John Brown has been spoken to and has indicated that while he will continue to be a volunteer and help in any practical way, he doesn't feel he can offer much to committee. All were asked to consider other potential committee members who could be approached.

**Next full meeting** arranged for 8th April 2015 in Pavilion at 7.30

(CJ to book pavilion)

**Meeting closed** at 9.40pm