

## Minutes of Management Committee Meeting

held on Wednesday 25th April 2018 at 7.30 pm in pavilion.

Present: Philip Dingle (PD), Alan and Elaine Johnson(EJ), Cath Jones(CJ), Victoria McArthur(VM) ,Malcolm Robertshaw(MR)from 8.40, Pete Rush-ton(PR), Dave Seaton(DS) and Roger Steel (RS)

Apologies for absence: Shirley Colenutt(SC) and Mary Trinder(MT)

Declarations of Interest: None.

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

### Matters arising:

Thanks to all who do tireless work behind scenes, which doesn't always get mentioned but is much appreciated nonetheless .

GDPR: Sue Steel's presentation to committee will take place at next meeting on 9th May

### Finance (see report)

- Bank balances and financial report were presented by VM.
- Monies have been transferred between accounts to cover wages until next BL tranche is received (Big a/c is currently empty). Grant is currently covering ~50% of wages bill.
- Bills have been paid and cheques posted.
- Investigation into significant POL shortfall for trading period since January is ongoing.
- VM has visited White Hart landlords and reached an agreement about invoice.
- Thanks as always to SC for doing a sterling job on checking figures.
- Following staff appraisals that have taken place in last week, and in appreciation of all the hard work and dedication put in by all managers, a pay rise was agreed.( Proposed by RS seconded by VM and agreed unanimously). Special mention was made by appraisers of the excellent work done by Senior Manager, NA who is appreciated by other managers as well as committee.

## Staffing

Staff appraisals for all 5 managers took place w/c 16/04/18.(see above). Thanks also to RS and John Rose who gave up many hours of their week to carry out the appraisals. Resumé of general issues arising from appraisals has been produced by JR very quickly which is very useful - thank you.

PR explained an incident that had taken place recently when the duty manager spotted a scam involving a Moneygram when an elderly customer had been taken in and was almost defrauded of a substantial amount of money. Fortunately, the manager had the wit to cancel the transaction and followed all the correct procedures so no harm was done. Many thanks to PR and MiB, the RCS Fraud Squad.

## Retail sales and Wholesale suppliers (see report)

There was a long and detailed discussion about getting a regular order delivered directly from Bookers, rather than relying on PR doing short runs to Cash and Carry several times a week. All agreed that this current system, put in place to cover emergency when P&H ceased trading in December 2017, is unsustainable in the long term, but it was hoped that bargains would still be sought and purchased when on offer by using a combined system of personal visits and regular orders done online and delivered by Bookers. PR agreed to investigate getting Bookers to deliver, in conjunction with NA. A procedure needs to be in place so that orders could be done by others, if regular person were absent. Special Offers could be included in Managers' report to committee each fortnight so that all are aware of what is happening.

EPOS system is still not being used to full potential and ways forward were discussed again. PD will investigate with ECR and Bookers to see what is available out there.

## Repairs, renewals and maintenance.(see report)

New doormat needs something to prevent it from moving around on floor, but it should not be fixed permanently.

Gazebo was erected on April 19th.

Fridge/freezer/air con units services will be arranged by MR asap.

There was a long discussion about provision of new pre-fabricated concrete storage unit (20'x12') behind shop. PD and DS have gained initial approval for eligibility of grant, for which, many thanks. All the arguments in favour and against were fully explored and questions about the grant answered, before a vote was taken, resulting in 3 votes for, one against and 3 undecided abstentions. It was agreed that this was inconclusive so a FINAL vote would be taken on May 9th, still allowing time for application for BDC grant to be made by 31/05/18. Projection of turnover figures will be available for further information by that meeting. Even with a 40% grant, this involves a significant outlay, so correct decision needs to be made. PD will find out from Stef at LB if VAT would be refunded on complete cost or just on our contribution, as this could involve a substantial amount of money. DS also checked terms of lease with A&E and this was not thought to be a problem.

*(Meeting interrupted at 21.26 by the unheard of sound of MR's new phone ringing - after a couple of false starts M was able to distinguish between his diary and his phone, and was able to speak to his caller. Welcome to 21st century, Malcolm - embrace the new technology!)*

#### Grants and donations (see report)

Informal meeting took place at shop on 24th April between 4 committee members (+A&E) and Lucinda Leonard, our new Funding Officer from Big Lottery Fund. This was very useful and positive.

Cycling Club will start again on Sunday 29th April, meeting at 10am at shop to start with a gentle ride to get everyone warmed up after the winter break. Advertising will be in shop and on Facebook page.

VM got permission to ride Boudicca 100 raising sponsorship for her son, a volunteer, in order to send Jake to Zambia in his gap year to teach under auspices of Project Trust. Jake will also raise funds and awareness by holding a stall outside shop selling his own produce, which was agreed.

VM proposed fitting in a rack in shop selling useful items for cyclists, to help with fulfilling Grant requirements. RS will look at possible sites.

#### Events:

MP George Freeman will visit Rocklands on April 27th and will include a brief visit to shop (which he opened officially in 2014)\_at 4 pm.

Boudicca 100 Cycle Ride in May

Correspondence

Letter of thanks from Lucinda Leonard was distributed

Input from floor

Anecdotes from AJ

Thanks to A&E and PR for refreshments.

AOB:

For next meeting: GDPR

Date and venue for next meeting: 7.30pm on May 9th 2018 in pavilion

Meeting closed officially at 10.15pm