

## **Minutes of Management Committee Meeting**

held on Wednesday 26th August 2015 in pavilion at 7.30 pm

**Present:** John Borrill, Shirley Colenutt, Alan and Elaine Johnson, Cath Jones, Malcolm Robertshaw, Pete Rushton (arrived at 8.05 having been on Mercy Mission) Roger Steel, Jan Swaddling and Joan Woodroffe

**Apologies for absence** were received from Natalie Albrow, Robert Gray and Victoria McArthur

**Minutes of last meeting** were read and signed as correct

### **Matters arising**

**Opening hours on Bank Holiday Monday will be as usual for bank holidays i.e. shop open 8.30 - 4.00pm with half hour at each end for opening and closing procedures.**

**JSw will speak to NA about progress on outside storage box.**

### **Finance**

JB gave the current bank balances in all accounts, with outstanding bills paid up until 25th August.

Thanks to PR who has managed to enter all Sage figures up to 20th August in spite of doing so many extra hours in PO to cover manager hours.

No actual money has been received yet from BL but a promise that it should be in account by 2nd September.

JB has heavy workload ahead, with end of VAT quarter and end of year on 31/08. RS will help with 25 questions to be answered before submission of accounts. JB has made enquiries about need for full audit but Stephanie is on holiday at present so unable to address specific issues. It would appear that any change would have to be agreed at next AMM, so this time the stocktake will need to include every detail of every item in shop owned by RCSL on 31/08/15.

RS will update fixed asset register

Another discrepancy at end of trading period in PO has been paid out of petty cash, and once again, the question of how to cope with vagaries of PO system was discussed. In months when there is excess, it was agreed that the money will be given to JB to put into petty cash, and recorded as such, rather than left in safe as at present, so that there is an accountable trail of all cash.

A significant but unexplained 'rebate' from POL recently will be followed up by RS(sub postmaster) who will endeavour to find out the reason for it from HR.

Following the power failure at 3.29 am on 24/08, when the large chiller caused a circuit to fuse, RS has heard that Barnards will be claiming for loss of meat. There was much discussion about the responsibility for this as it was a poor electrical installation by Seckers that had caused the problem. However, after 18 months, it is unlikely that fault can be proved so we will probably have to stand the losses. It was agreed to send a strong letter, together with photographic evidence, to Seckers, outlining the problem and informing them that one of their staff did a job that was, in fact, electrically unsafe. and could have had even more dire consequences than loss of stock and a sleepless night for she who was woken by alarm call (Action: RS)

RS will arrange for all appliances to have PAT certification following testing annually.

MR will investigate finding a refrigeration engineer who is willing to be called out in an emergency.

It was agreed that PR will look into purchase of another fridge/freezer to replace fridge in stockroom which is not as cold as is necessary for chilled produce e.g. milk. PR was given go ahead to get best deal as purchase needs to be in pipeline before 31/08.

Details of what is covered by our insurance policy, with levels of excess payable in differing situations e.g. flooding, was explained by PR.

### **Staffing and job applications**

**Closing date for applications for 4th manager is 5/09 and so far RS has received 11 replies, which are being passed on to JSw., who will apply criteria and whittle them down to those suitable for interview, with aim of starting date of 1st Oct at latest.**

**MBa has started shadowing in PO to learn ropes and is making good progress but is unable to commit to full hours yet because of other jobs. In the meantime, PR and CJ are covering extra PO hours, together with NA. Hopefully, all will settle down soon with new appointment, but it will still be some time before new staff are up to speed. Outstanding A/L hours still need to be covered in next few weeks.**

**Current manager wages were discussed and a decision reached.**

**Volunteers** (see report from VM, sent from France but in Vix- style English!)

New volunteers are still coming forward and some are now ready to work without shadowing. Hopefully, the holiday seasonal shortage will soon be over and our faithful stalwarts will not be required to cover quite so many shifts. There is still a problem with uncovered shifts, especially at weekends, even with reduced opening hours. Volunteer list is in need of updating again as some new volunteers are not on it and some who no longer are able to volunteer might still be called.

### **Stock taking Sunday 30th August**

PR showed copy of blank stocktaking sheets and explained how they are being used. Stock on shelves can be written in beforehand and actual numbers recorded on Sunday to save time. As it is BH weekend, there is a shortage of manpower.....but as many as possible will be there to do what it takes!

### **Retail sales and Wholesale suppliers**

Fruit and veg problem is still with us as display, apart from delivery day, is poor and sales are low. MR has been in communication with greengrocer in Hingham but has not discussed finance so he will now investigate further. All produce is brought in from London, which is regrettable, but probably the only practical solution for many items. A daily delivery has been talked about but the cost not agreed. Quote of the evening 'There is nothing worse than a limp carrot' had us all pondering..... Various possible solutions were bandied about, but no decisions reached so it was agreed that MR will liaise with NA (or manager who will ultimately take responsibility for fruit and veg) and will make a decision that is best for shop without referral back to committee again.

MM has made appointment with rep from Adnams regarding wine and beer supplies and has ideas for promoting sales in pipeline.

*(Pause for cake break, when AJ and CJ managed to blow out candles on a wonderful chocolate creation baked by JW, in spite of their huge combined ages! And both recovered their breath sufficiently quickly to be able to speak normally within a few moments! The old ones are the best - as proved by AJ's jokes!!)*

### **Grants** (see report)

VM managed to send off necessary paperwork before her holiday (well done and thanks, Vix!) and notice of money being in our account by next Wednesday has been received by JB.

## **Publicity and Events**

Latest version of publicity leaflet is advancing but still needs up to date photos of current staff.

Events as last month - date for next newsletter needs to be arranged asap.

## **Website & IT**

Website still being updated - more photos needed.

## **Repairs, Renewals and Maintenance**

PR has made investigations regarding renewal of electricity contract and will pass findings on for next time - however it was easier to follow through to end this time having sought out all pertinent details. Plunkett deal through Co-Operative Power for one year contract is best deal available and will be taken up before 10 am tomorrow, hopefully with monthly payments.

## **Correspondence**

**RS has received PO clearance for JB and MBa.**

**Annual staff return has been done.**

**Letter from PCF has been received thanking us 'ever so much' for participation in National Countryside Week '15 (Clearly not written by HRH!)**

**JB has completed a questionnaire for Shire Foods.**

**PR has received communications form Suma Foods (an ethical supplier)**

## **Input from floor**

**Lottery sales may need looking at again.**

**Vegetable display baskets need to be bought**

JB's charity walk with Donna from London- Cambridge on Sat/Sun will be on Facebook for anyone interested

Card for RG has been arranged

Thanks to refreshment providers as always.

**AOB** to be discussed at next meeting

Opening hours

**Date and venue for next meeting** was agreed for 7.30pm, 9th September 2015 in pavilion

**Meeting closed** at 10.27pm