

Minutes of Management Committee Meeting

held on Wednesday 27th February 2019 at 7.30 pm in shop

Present: Philip Dingle (PD) Cath Jones(CJ), Gella Ladner(GL), Victoria McArthur(VM)from 8.40pm, David Seaton(DS) + Paula Smythe (PS), Josh White(JW), Mick Ladner (ML), and Alan Johnson (AJ) Elaine Johnson(EJ)

Apologies for absence: Pete Rushton(PR) and Shirley Colenutt(SC)

Declarations of Interest: None.

Minutes of last meeting and meeting on 13th February were signed as correct.

Matters arising:

AMM had taken place as planned and had gone very well with 46 members present, which is well over the quorum necessary. Well done to DS, VM and PR for ensuring it ran like a well-oiled machine - feedback has been very positive.

Change to opening hours, due on March 4th, has been deferred due to staff changes. However, all are keen to implement them asap as soon as adequate manager cover can be arranged.

RCS Handbook now ready, apart from one or two very minor details. DS will compile a checklist of dates for all policies to be renewed on a rolling basis, according to priority. Thanks to DS and VM for all work put into this.

Committee Roles and Responsibilities

In absence of two key members, it was agreed to defer this until next meeting, when a definitive list of roles will be available.

Finance

Balances in all accounts given by VM. Wages will be taken out tomorrow. Well done to VM for getting Lottery report in on time...with just a few small details to be added.

Thanks to PR for doing Sage again whilst access problems have been sorted and until new EPOS is fully operational as GL is concentrating on getting that completed.

Managers' report

JW and PS presented the report.

AL owing to MaB will be offered as cash in lieu or rolled over to next year, or combination of both as manager hours are depleted after Laura's resignation and it would cause problems if she took her hours owed before March 31st. JW to inform MaB and will inform those who need to know for payroll purposes.

Volunteers: Situation improving with SOS emails going out earlier, but 14.00 - 16.00 slot very difficult to fill each day. Possibly when opening hours change, the time slots can be adjusted to suit more volunteers, many of whom are tied to school hours. JW to investigate how this could be actioned after speaking to volunteers. (CJ will also mention in Shop Notes for feedback)

Problem with paperwork backlog is being sorted and situation will ease when new EPOS is fully operational.

PS has seen Adnam's rep and is stocking some different wines from Booker's also. Adnam's have supplied 6 bottles of trade wines (with no RRP and not available elsewhere) as a trial so she will arrange a mini wine tasting session, to see if these are popular (possibly open to volunteers?) She will then price them accordingly.

EJ suggested we need to sell a wider and more comprehensive range of chilled and frozen goods as there is chiller space not being utilised. Getting a delivery slot from Booker's would help facilitate this.

Fish order from Bunnings needs checking so that stocks do not run very low before re-ordering. JW/PS will check to see if there is minimum order requirement. ML and PR are willing to collect smaller orders if necessary. All agreed that freezer needs to be kept as full as possible to avoid customer disappointment. Other fish products from Bunnings range will also be looked into.

Milk supply and demand is improving, with less wastage. Bread (generic) from dairy is selling well. This will be monitored against sales of Hingham bread.

No new lines will be added to shelves until EPOS has been completely updated with existing stock to avoid errors with inaccurate figures. This should be short term delay only as Operation EPOS is nearly complete, thanks to JW and GL largely.

Future stocktakes will be done 'live' and shop will not need to be closed.

Barnies are supplying individual cakes for café as a trial to try to increase sale of cakes that has dwindled.

Lottery sales are static but new games being introduced shortly which means there will be a draw on six days of week.

Repairs, Renewals etc

Replacement canopy for gazebo being investigated....hopefully ready by Easter, depending on weather.

Coldlink will be called in to service A/C and look at chiller that seems to be de-frosting erratically.(Action: JW)

Deep clean required. CJ will choose a suitable Sunday afternoon and advertise in Shop Notes to regular volunteers and with others who have expressed a willingness to help!

Staffing

Contracts are now just about ready for staff who do not have one (Action: DS).

Regarding staffing issues and managers' duty roster, it was agreed to hold an extra meeting with all staff and committee present to iron out any potential problems. Suggested date: March 6th at 7.30 in shop (to be confirmed after consultation with other managers. Action: JW)

Website, social media, IT etc

DS is sorting email addresses and mailboxes to facilitate communication. JW will liaise with him so that best use is made of these.

Café opening times need amending on website together with some other updates.

JW has informed POL several times of changes in PO opening times, but so far there has been no action from them to update. JW to chase this as technicians could turn up when shop is closed in case of a breakdown or repair.

Correspondence

Communication from POL regarding data needs to be completed by 6th March. EJ will take papers to RS who is still registered Postmaster and will get necessary signatures, in conjunction with DS. Other changes following RS's withdrawal from RCS committee will need to be actioned as soon as possible.

Letter from shareholder requesting withdrawal of shares has been received and will be put on file until decision made at end of withdrawal window (31st March) when all applications should be in.

AOB

Thanks for refreshments provided.

Meeting closed at 9.26pm

Next full meeting to be held on 13th March at 7.30pm in shop when new officers will be appointed. Special meeting with managers to be arranged as soon as possible.