

Minutes of Management Committee Meeting

held on Wednesday 29th August 2018 at 7.30 pm in shop (Meeting on August 15th cancelled due to lack of committee members available)

Present: Alan (AJ) and Elaine Johnson(EJ), Cath Jones(CJ), Victoria McArthur(VM) Dave Seaton(DS)and Roger Steel (RS) + Mick (ML)and Gella Ladner(AL) and Paula Smythe(PS)

Apologies for absence: Natalie Albrow(NA), Shirley Colenutt(SC), Philip Dingle (PD), and Pete Rushton(PR) (arrived at 9.27 following another Knight in Shining Armour deed)

Declarations of Interest: None.

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

Welcome given by RS to PS, our new manager currently training to cover NA's impending maternity leave and introductions done. RS completed a history of the shop in record time (*well, he has had lots of practice!*)

Matters arising:

Annual Stocktake took place on August 27th and had been deemed successful by accountant the following day. Very many thanks to all who helped on the day itself, the previous day to prepare and in the preceding days and weeks in many various ways. Special thanks to PR from CJ for delicious birthday cake that was devoured voraciously by those present so there was none left for him to sample!!

Finance (no written report as VM only just back from holiday)

- Bank balances and financial report were presented by VM. Transfers between accounts is being done to cover outgoings, including wages and PAYE/NIC.
- Thanks to PR for paying bills and covering other treasurer tasks during VM 's AL.
- Sage entries are up to date and reconciled.
- No request has yet been received from BL about Grant report but it is due anytime.
- See correspondence about bank charges, card machine and electricity contract.

Staffing (see Managers' report)

Paula Smythe has been appointed to cover 20 hours a week and started on 20th August. All are very pleased.....! Second appointment will be announced tomorrow following trial sessions in shop by two candidates. Until NA leaves, there will be 6 paid managers, covering 140 hours a week, although newly appointed managers will not be flying solo until it is felt they are confident and competent enough to do so.

Other staffing issues have been covered by RS and JR.

Thanks to NA for coming in on her day off to do stocktake. It was confirmed that she would be recompensed for these extra hours.

RS went through all points raised by NA in her report and will discuss outcomes with her personally.

Volunteers

CJ did Shop Notes for volunteers during VM's absence and will continue to do so in future, to slightly lessen VM's workload. (*She hopes she will get at least a sticker for this new role, or a badge...or even a medallion???*) Managers will be asked to give to CJ any information that they

would like put in weekly notes as early as possible in the week so that the email can go out every Friday. Managers will print a copy and put it on Volunteer noticeboard for those without access to emails.

Suggested rota for volunteer shifts had been received following managers meeting in early August. The new shift pattern for Monday- Friday was agreed. As the new opening times on Saturday and Sunday that were agreed and passed at last committee meeting were slightly different from those on rota, those for weekend were amended as follows (after some discussion and comments from volunteers present):

Saturday: (Shop open from 8.00 - 4.30)

7.30 - 9.30; 9.30 - 11.30; 11.30 - 1.30;

1.00 - 3.00; 3.00 - 5.00 (thus allowing a 30 minute break for duty manager at lunchtime with 2 volunteers in shop)

Sunday: (Shop open from 9.00 - 1.00)

8.30 - 11.00; 11.00 - 1.30

Agreed unanimously.

At PO End of Trading Period every 4 weeks, shop will close at 5pm as previously agreed and managers have agreed to stay to complete task after usual hours if necessary. Many thanks.

As managers choose their own shift patterns, they could, if they wish, allow for extra time in morning to get papers sorted etc. This is no problem as long as the door is locked until a volunteer arrives and safe is not open.

Following disappointing attendance at Volunteer training session, it was suggested that volunteers who need to complete certain essential aspects of training could be asked to come for an extra 5 or 10 minutes at either end of their shift so that updates can be given. (Explanation will be in Shop Notes.)

Retail sales and Wholesale suppliers (see report)

- No joy with getting regular deliveries from cash and carry warehouses, in spite of great efforts. Priority must be given to this as PR cannot be expected to continue doing his collection service indefinitely.
- Reasons for shortening shop hours were explained again; in order to support the managers, especially when NA is training new staff and when on maternity leave, the shop will close for an extra hour a day during the week, and two hours over the weekend. This gives 12 more hours crossover time. Date for starting new hours will be decided as previously suggested date of September 1st is now too soon to give adequate warning to customers.
- No problem with new envelope supplier as agreed at a previous meeting.
- JT is meeting new alcohol reps next week on Monday at 10.30 and Wednesday at 1pm. Committee member asked to attend but all who know about such matters will be working. CJ could attend to be a presence *but is complete ignoramus about alcohol (among many other fields!) so likely to be no help at all!*
- Liability Insurance certificate is now in place...thanks to NA for noticing it had not been posted, although cover was in place.
- Calendar for reminders is incomplete. VM will force latest information out of PR.

Repairs, renewals and maintenance.(see report)

- New office chair is on trial and seems to be very good (thanks to DS for sorting). It is excellent quality so should last longer than previous chairs. It was agreed that DS will sort out an invoice with his contact and chair will be purchased, without arms to create a bit more space in cramped office.
- Childproof lock for cafe cupboard is imminently expected.
- No update available on Estate Agent advertising
- No update on lockable noticeboard on forecourt
- Storage building.

PD has done further research into provision of shed for extra storage. Costs will be higher than previously expected at ~£1000 without insulation and vermin proofing(which would be necessary). Apparently there is just enough room to comply with fire regulations as long as wheelie bin is kept firmly against the fence with no gap (not an easy task). There was, again, a long discussion on pros and cons, including about what stock could actually be stored safely out there all year without detriment and also the feasibility of staff and volunteers going out in poor weather conditions. Another radical idea for further internal storage in cafe area was looked at and possibilities weighed up. It was agreed by all that this could be a better and cheaper way forward so it will be looked at more seriously. Shed can be put on hold in meantime.

- Financial implications of any capital spending are crucial, as with expenses rising significantly year on year and turnover not increasing at same rate, we need to be thrifty wherever possible.
- PR will be asked to send all managers a current list of stock held off site on a weekly basis, even when it is not asked for specifically.
- Insectocutor needs re-siting away from crockery ,drinks etc and possibly replacing.

Publicity

MiB will be Chief Facebook Co-ordinator in future.

Events

Macmillan Coffee Morning will take place on Friday 28th September in shop- arrangements as usual. It was decided that as usual raffle prize of a large 'Sponge' cake is not always suitable for the winner, we would offer instead a £30 shop voucher as raffle prize. Requests for cakes will be put on Shop Notes and advertised with other Macmillan publicity.

Wine Tasting evening to be arranged for Christmas trade.

Correspondence

1. Bank Charges.

PR explained that since we started we have been exempt from any bank charges due to IPS (now CBBS) status. Suddenly, this week, we have received an invoice for £115+ to cover bank charges for one month, including £77 for banking daily cash takings. After many phone calls, he has found that these are new rules put in place by Co-Op Bank and apply to all community ventures, who

now need to pay business rates. A rough calculation shows that this could be an added expense annually of ~£1500. Enquiries into other banks show that this rate is slightly lower, apart from new businesses setting up. There was much discussion about possible ways out of this but so far, no solutions. Plunketts have been asked for advice and will get back to PR. RS/PR will compose a strong letter to bank deploring the lack of notice about this and laying out the detrimental effect it would have....a letter was allegedly sent, but not received, on July 16th before a start date of July 19th.(Action: RS/PR asap)

2. Electricity contract has expired and, after extensive research, PR has negotiated a two year contract with Scottish Power as the best deal currently available. Cost per Kw/hr has risen by 20% since last year. Good news is, that since installation of second A/C unit and LED lights around freezers and chillers, and by keeping door closed and maintaining a steady temperature in shop,even in high temperatures, usage has gone down by ~12% (equates to about £750 p.a). Agreed unanimously to start new contract with immediate effect (Action:PR immediately)
3. Credit card *(loud clapping noise heard from VM who triumphantly displayed a squashed fly between her palms.....one down and 5 to go! Could she be used instead of electric device as a cost-cutting ploy??*

PR confirmed debit card charges are less than credit card on card machine and will confirm latest figures. Discussion followed about changing tactics after bank charge changes and encouraging use of cards instead of cash if that is cheaper than paying to deposit cash (which is calculated by volume rather than number of transactions.) PR/VM will do some number crunching and report back. Decision can be made via email after relevant information is circulated.

Input from floor

None

AOB for next meeting to include jams and marmalades

Date and venue for next meeting: 7.30pm on September 12th 2018 in shop.

Meeting closed officially at 10.08pm *(for the record, it would have been earlier if PR hadn't been called away on a medical emergency, as we were winding up as he arrived with very important things that had to be acted upon immediately so we had to stay later!)*