

Minutes of Management Committee Meeting

held on Wednesday 30th January 2019 at 7.30 pm in shop.

Present: Philip Dingle (PD) Cath Jones(CJ), Gella Ladner(AL) ,Victoria McArthur(VM), Pete Rushton(PR) Dave Seaton(DS) + Mick Ladner (ML), Paula Smythe (PS), Josh White (JW) and Alan (AJ) and Elaine Johnson(EJ)

Apologies for absence: , Roger Steel (RS) and Shirley Colenutt(SC)

Declarations of Interest: None.

Minutes of last meeting were read and signed as correct by VM (who chaired until DS arrived after work, a few minutes into meeting.)

Matters arising:

Covered elsewhere in agenda

Finance

VM gave out bank balances in all accounts . Wages bill has been paid completely from Business account this time.

Problems accessing Sage are being sorted by GL in conjunction with KO and PR.

DS, PR and VM will attend meeting with accountant tomorrow (31st January) to discuss Draft Accounts just received and will report back. (Apologies from GL and PD who cannot make meeting due to unforeseen circumstances.)

Errors in wages over Christmas have been sorted and VM will provide written explanatory evidence of details to pass on to staff involved.

Staffing (see report from Managers)

Resignation letter from MiB with effect from February 1st was discussed. Because holiday arrangements have already been made by JW and MaB in February, it was agreed that shorter opening hours would be adhered to until later date, so that adequate staff would be available to keep shop open. CJ will tell volunteers in this week's Shop Notes. Other issues, eg volunteer training, will be addressed during official handover.

MaB appraisal not yet completed.

VM has Staff contracts ready to go.....apologies for lateness, due to huge work load.

Volunteers (see managers' report)

Volunteer shortage caused closure of shop for a period recently. A regular volunteer who currently does several shifts weekly will not be doing this during Spring and summer so this will create a bigger gap. A concerted effort will need to be made to recruit new blood and perhaps bring back some who have fallen by wayside.

Following a complaint, in future the rule about only managers preparing hot food will be strictly adhered to. Volunteers will only be able to serve hot food already in heated cabinet.

Retail Sales and Wholesale suppliers (see report)

Milk still a problem and is being monitored closely....basic order has been adjusted considerably, but milk is still having to be wasted each week. Hopefully, this is because of January being a very quiet month.

Increased stock lines from Shire Foods are coming in and will be increased more as summer progresses.

Tchibo will supply syrups to add to coffees and this will be trialled with perhaps two flavours to begin with.

There was discussion about cigarette/tobacco prices and how to increase profit from sales, which constitute a large percentage of daily takings but bring in low profit. Thanks to JW for producing graphs and figures which will be looked at in more detail at extra committee meeting next week, as time so short at this meeting. More detailed comparisons will be done comparing our retail prices with those in supermarkets, convenience stores and petrol stations before a decision is made about raising prices and by how much.

Repairs, renewals and Maintenance (see report)

Oven light has been fixed by JW and spare bulb put by in case of further problems.

New shelf labels are done and most are in place. Some changes may be made about siting of some products and this is still work in progress.

PR will check what spare shelving is in storage so that extra shelves can be put in place so that sweets etc are not quite so cramped.

PR will check log retail prices compared with purchase price as these may need updating to ensure a profit is still being made.

Archive boxes of PO paperwork will be removed from back office asap (VM to check with RS).

JW has found more features on EPOS and is working on extrapolating more useful information from system.

Grants, donations etc

Next tranche of grant from BL is imminent.

BL report is due at end of February. Meeting with Lottery rep has been delayed until March.

Events

AMM 15th February 2019 arrangements have been confirmed. Venue is St Peter's Church and time is 7pm. CJ has distributed invitations and copies of agenda to all mem-

bers, via email when possible. Hard copies have been delivered by hand or Royal Mail to those without email facilities. Hard notices will be in a prominent position in shop, as required in Model Rules. Business committee will meet beforehand to discuss finer details of content of reports and individual roles at meeting.

PA system administrator will be sorted by CJ, projector by DS, screen by RS (if not available, CJ will procure).

ML's Photography Club has had its inaugural meeting which was successful and next meeting arranged for 22/02/19.

Fifth Anniversary of opening of RCS will take place on March 12th - ideas for celebrating this and marking the occasion will be sought.

Website and IT

Photos for website update are being collated, thanks to ML and DS.

RCS Handbook

This is ready will be presented as a complete document at AMM, after final details of formatting throughout for consistency have been completed. by DS.

Publicity

Next NL at end of February and will include hard drive for fresh volunteers.

Correspondence

Letter from HMRC regarding their error in arrangements with NA's Maternity Allowance is being sorted by KO.

AOB

Thanks for refreshments.

Agenda for following meetings to include:

- Looking in depth at sales figures following information provided by JW,
- agreeing Bank Holiday opening hours for all BHs, final details of arrangements for AMM
- staffing issues following reduction in staff numbers
- eating more cake to celebrate PD's birthday
- nominations for committee members

Date and venue for next meeting: 7.30pm on February 6th 2019 in shop, as an extra meeting to discuss emergency issues that have arisen, with scheduled meeting for 13th February still standing.

Meeting closed at 8.45 pm (that really is a record!)

There followed a time of cake eating, in order to belatedly celebrate PR's birthday last week....in recognition of his workload for the shop, two huge cakes were brought along, a real treat for all! Thanks to EJ and VM for sharing their baking skills with us all!