

**Minutes of Management Committee Meeting** held on Wednesday 30th August 2017 at 7.30 pm at the pavilion.

**Present:** Alan and Elaine Johnson, Cath Jones, Malcolm Robertshaw, John Rose, Pete Rushton, David Seaton, Roger Steel and Mary Trinder  
**Apologies for absence:** Shirley Colenutt, Victoria McArthur, and Joan Woodroffe

**Declarations of Interest:** None

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

**Matters arising:**

Thanks to VM for producing a fine set of minutes from previous meeting in absence of CJ. (*Sadly CJ does not have a similar aptitude for killing flies with her bare hands, but can recommend flyswats sold (exclusively?) at RCS with fly tweezers built in.*)

**Finance** (see report)

1. Balances given out by PR with proviso that some bills are still outstanding.
2. Goods that will be needed shortly will be purchased before year end on 31st August.
  - LED lighting that is considerably cheaper to run so will pay for themselves within a year, also with less heat output. New tubes will be fitted as old tubes fail.
  - A frames just need PDF of necessary artwork forwarded to them (RS and PR)
  - colour laser printer

3. Thanks to ARo for sorting out computer problem with SC - she is now able to the work without any problem of incompatibility.

4. Turnover is rising, which is very pleasing.

**Staffing** (see Managers' report)

Managers' pay increase was paid in August pay packets, backdated to April, now that all appraisals have been agreed.

## **Volunteers** (see Managers' report)

No further update on progress of volunteer newsletter.

Following another detailed discussion about a possible change to the volunteer rota shift times, it was agreed that no system would please everyone. It was suggested that managers should try their apparent preferred option to have 6 x 2 hour shifts Monday to Friday and see how it goes. More slots would need to be filled weekly but some volunteers may prefer to do shorter shifts or a double shift. There will be no crossover time built in so managers would not be able to go off premises for a break, unless two were on duty at the same time, and volunteers will be asked to come a few minutes early instead.

## **Retail sales and Wholesale suppliers** (see report)

1. More discussion about sale of restricted goods - details of possibly less obvious goods will be looked up online and passed onto managers. The memo agreed in last minutes will be displayed in shop, for guidance.
2. RS has been in contact with Lis walker about ideas for cafe and will report back when he has had a meeting with her.
3. Camelot figures (see report)
4. Stock check will take place from 9am tomorrow and shop will remain closed all day, except for newspapers. Aim is to have by 5pm an accurate list of tasks left to be done before auditor arrives early on Friday morning. NA is certain that 99% of relevant stock is entered onto EPOS with cost prices now, so all that is necessary is to check actual stock with printout from EPOS and adjust accordingly. Daily deliveries have been adjusted to fit in with shop closure. A team of willing volunteers/conscripts will be in shop from 9 am to do NA's bidding!

*(Pause for birthday break - RS had surpassed his own expectations and created a masterpiece of a triple layered chocolate cake, courtesy of a recipe by Mary Berry, covered with ganache, in honour of no less than 4 recent birthdays, which was devoured with wine and juice supplied by*

*A&E in honour of Alan reaching the significant age of 21!! In spite of proving to be a master baker, RS did not live up to Vix' reputation as a flykiller and failed miserably every time he tried to catch one persistent fly, even when he resorted to using a large yellow folder!)*

### **Repairs, maintenance and renewals etc** (see report)

DS will look at hard drive bought by JB and will advise on how to set it up.

*(Celebration over a dead fly was short-lived as it rose to annoy us again within a few minutes!)*

DS will check antivirus as well.

Activated key fobs will be given out tomorrow.

New aircon problem is being investigated by Darren of Coldlink.

### **Grants and donations** (see report)

Annual report has been written by VM and is ready to be pinged off on 31st August. Many thanks for all work that has gone into this and we were reminded that the grant still pays the majority of the wages, so a successful report is essential. It was agreed that all the information correlated for the report could be reported to members and could also be adapted for use on website and on Facebook etc. The figures extrapolated by PR show a very pleasing upward trend - well done to all who have made this possible.

### **Events**

Macmillan Coffee Morning in September.

### **Website and IT + Facebook and twitter pages**

Covered elsewhere.

### **Publicity**

Next NL is almost ready and will be produced hopefully on new printer in September.

DS has had offer of a free display board for external use, which should be extremely useful if we can find a suitable place to put it!

Publicity leaflet will also be distributed very soon.

## **Correspondence**

None not mentioned elsewhere.

## **Input from floor**

None apart from usual thanks for refreshments - always much appreciated!

## **AOB**

Any items for discussion to be given to RS in good time before next meeting.

**Date and venue for next meeting** at 7.30pm on 13th September 2017 in pavilion (unless we hear to contrary!)

**Meeting** closed officially at 22.24