

## **Minutes of Management Committee Meeting**

held on Wednesday 30th September 2015 at 7.30 pm (Postponed from 23/09/15)

**Present:** John Borrill, Robert Gray, Alan and Elaine Johnson, Victoria McArthur (from 8.30) Malcolm Robertshaw and Roger Steel

**Apologies for absence** were received from Shirley Colenutt, Cath Jones, Pete Rushton, Jan Swaddling and Joan Woodroffe.

There were no **Declarations of Interest**.

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

## **Matters arising**

Examples of mugs and saucers produced by MR who reported that he was aware that other possibilities were being explored with further discussion next meeting.

RG and MR had compiled a list of utilities and other shop-related items. JB said it is imperative that a written list together with contract dates and other relevant information so that we can budget for forthcoming expenses. RG will speak with PR re:contracts and related matters.

Refrigeration engineer: MR reported that firm called Coldlink has rep (Dave Page) living in Hingham. RG has contacted him and negotiations continue regarding our equipment and service we require.

Greengroceries: There was general agreement that quality of fruit and veg in shop is unsatisfactory. Discussion ensued about possible change of supplier, with month's notice being given to present supplier. Bond St Greengrocers in Hingham could be good replacement

## **Finance**

JB gave details of latest balances in all accounts. End of year accounts are almost ready with a few invoices outstanding.

## **Staffing**

**RS welcomed JB as member of staff.**

**Volunteers** (see report from VM)

VM reported we have gained a few younger volunteers, whilst losing others.

## **Retail sales and Wholesale suppliers**

JB reported from management meeting the urgency of getting microwave operational. Heating of food by microwave was deferred to next meeting.

## **Repairs, renewals and maintenance.**

It was decided to put set of Rocklands photos on computer (VM to ask ARo to do this)

Television: JB produced disclaimer notice for customers' benefit and protection.

## **Grants**

VM ready with questionnaires

## **Publicity**

Thanks to VM and PR for producing October newsletter which was done in time to advertise wine tasting evening on Oct 2nd. It was delivered in Rocklands and some of surrounding villages by PR, MR, VM, JW, CJ with help from Barbara Scase, Dave Jones and Colin Thomas - many thanks to all!

## **Events**

Adnams Wine tasting evening arranged on 02/10 by MM.

Macmillan coffee morning raised £291.44 with thanks to all who baked for it and helped on day.

Halloween Quiz (organised by SC) is on 24/10 - RG to speak to SC about this. Help required.

Christmas Craft afternoons begin on November 7th

JB is putting notice in shop about his charity walk where £710.70 was raised.

RS and RG will think about producing a Christmas card

## **Website & IT**

Up and running

## **Correspondence**

TV licensing sorted

## **Input from floor**

Thanks to refreshment providers as always.

**AOB** to be discussed at next meeting

Donations

Microwave

Crockery

Garden Gadabout 2016

**Date and venue for next meeting** was agreed for 7.30pm, 7th October 2015 in pavilion

**Meeting closed** at 9.50pm