

**Minutes of Management Committee Meeting** held on Wednesday 1st June 2016 at 7.30 pm in Pavilion.

Present: Shirley Colenutt, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Mary Trinder and Joan Woodroffe (no flies due to sub-zero temperatures)

Apologies for absence:Roger Steel

Declarations of Interest: None

Minutes of last meeting were read and signed as correct by MR in absence of RS

Matters arising:

None not covered elsewhere.

Finance (see report from VM)- MR thanked VM on behalf of all committee for all the work she is putting into the Treasurer's role - much appreciated.

VM gave out and explained all bank balances.

Corporation Tax bill has been paid. VM is now paying all bills which should be up to date, as accounts@rcsl email address has now been successfully transferred to VM, thanks to ARo.

Current a/c is fully reconciled on Sage up to 31/05/16 - thanks to PR. Commission from PO is at record levels - thanks to managers for processing all the extra work.

VAT quarter due at end of May - meeting with KO in hand.

SC was thanked for continuing to do wastage sheets (JB has told her this is likely to be for foreseeable future as EPOS system was probably not yet capable of processing this on till) and newspapers. SC is happy to do this but hopes that updated system will be able to let her have correct wholesale price as she often has to estimate this when wasting goods. It was suggested that managers, when they are overlapping shifts, might be able to add correct price to wastage sheets, before passing them on to SC, as the figures should be more easily accessible on new system.

Staff

All staff appraisals have now been done, and completed paperwork passed to RS. VM and RS will discuss financial outcomes with business committee and will do necessary follow-up.

Retail sales and Wholesale suppliers

EPOS update training session on Monday 23rd was cancelled due to illness of ECR chap. However, necessary info was passed on in time and Operation EPOS took place on Sunday and Monday 29/30 May. Shop was closed from 10am on Sunday until opening time on Tuesday. Very many thanks to team of managers, MR and SC for all the hard work. (MR has

new vocation as Chief Tea Boy and newspaper vendor!) The new till screen layout has met with mixed reactions but it is still very early days and the new system needs to bed in! Various items with no PLU are still turning up, inevitably, but hopefully these will decrease gradually. New stock deliveries have so far been processed onto system and it is hoped that this will be comparatively easy to keep up with crossover manager time. Customers are being patient while staff and volunteers take time learning new procedures.

SC suggested that at various times, random spot checks are carried out to test the system and KO has suggested that as with most retailers, a monthly EPOS stock check is run.

### Volunteers (see report)

Still major problems filling shifts in advance so there was a long discussion as to how to combat this. Volunteers are essential to the running of a community shop and managers should not be doing volunteer duties, except in extreme emergencies or if there is a last-minute cancellation. VM no longer has time to deal with volunteers on top of all her other commitments but managers have always expressed a desire to organise the rotas themselves. MT will ask managers how/if committee can help with this major problem. Would one manager having overall responsibility for volunteers be a possible answer?

CJ will expedite letter and questionnaire to all volunteers, past and present, and presumes that no comments means that the draft version is ok. An up-to-date database of volunteers will be compiled. Recruitment drive for new volunteers is needed.

*(Pause for SchwarzwälderKirschtorte birthday cake in honour of Elaine's birthday last Saturday - thanks to Vix for once again performing miracles and producing a delicious cake!)*

### Repairs, renewals and maintenance.

(i) Crockery. VM and PR have approved CJ's choice of crockery as sampled at Thetford Garden Centre and a complete set of 24 'drink and plate place settings' in mixed colours (50 shades of grey?) will be ordered.

(ii) Bike rack has been designed and built by Nick Parravani and has been collected and brought to shop forecourt. Final position has not been agreed as there may have to be a re-arrangement of other furniture. Final bill will be sent to Gordon Watts as agreed. CJ will order matching plaque to be attached. NP will be thanked for his hard work.

(iii) New chairs and tables for outside have been delivered but weather has turned very wintry so have not been tried out yet.

(iv) Security cameras still not functioning properly - MR to ask RS what is happening.

(v) Missing planters from forecourt have not been stolen as feared but apparently taken by JB for re-filling with fresh plants.

(vi) Reorganisation of forecourt overdue - MR will speak to managers to see what they envisage....decision will be made next meeting?

#### Grants and donations (see report from VM)

Nature Walk with Chris Sharpe has been booked for Sunday 5th June at 9 am, leaving from shop. Flyers given to all Rocklands school children and more in shop. Notices will be put on website.

Boudicca 100 cycle ride took place on May 22nd, with 11 riders who completed 40, 70 or 100 miles as part of Team Rocklands Community Shop. Exact amount of money raised is not yet known but will be divided between 3 charities in memory of Robert Gray and Richard Smedley. Well done to all - a magnificent effort.

#### Publicity

MT has sourced leaflet holders that are now with RS.

Article about Street Party has been submitted to EDP.

Karen Roseberry will be taken up on her offer to update the advert on back of Rocklander (CJ).

#### Events:

Street Party organisation ongoing but committee appears to be diminishing! Help has been offered on the day so hopefully all will be well.

#### Website and IT

Website being updated by VM

#### Correspondence

None

#### Input from floor

Thanks to all who provided refreshments during evening .

SC gave details of a Garden Party at The Cote on June 19th in aid of Kidney Patients' Association that all are invited to.

#### AOB for next meeting

Forecourt

Date and venue for next meeting at 7.30pm on 15th June 2016 in pavilion.

Meeting closed officially at 9.41pm