

Minutes of Management Committee Meeting

held on Wednesday 2nd December 2015 at 7.30 pm in pavilion.

Present: John Borrill, Robert Gray, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel, Jan Swaddling (left 9.25) and Joan Woodroffe

Apologies for absence Shirley Colenutt

There were no Declarations of Interest apart from JB who is now on paid staff.

Minutes of last meeting were read and signed as correct

Matters arising

None not covered elsewhere

Finance

(i)JB gave latest balances in all accounts, with some bills outstanding.

(ii)JB reported back on pensions, which will take at least 3 months to set up as there is a long consultation process. Cost of setting up will be up to £1K with a monthly fee following that. Business sub-committee will sort out the fine details, but it was agreed that KO will be asked to do monthly administration as an add-on to her current payroll work.

(iii) Accountants -All available paperwork has gone to Lovewell Blake and work will start shortly ready for AMM date in late January. Clarification will be sought from LB by JB about tax that is liable on interest in deposit accounts, after 'off the record' advice received by RS.

(iv)Asset register has been completed by RS and now needs details of costs added by PR who has the invoices.

(v) PR reported that he has reconciled Sage up to 24th November and that end of VAT quarter work is done.

Membership and EIS

Some applicants have had positive responses from HMRC about EIS eligibility. Others who have applied should be hearing shortly - JB has been told that claims have to be made for tax year when shares were bought, even though they can be made up to 3 years following that date.

Staffing

JS has been in communication with staff about holiday hours and December pay dates (KO has confirmed that salaries should be paid at usual time, in spite of Christmas!)

Volunteers

Party arrangements all in hand. Replies from volunteers slow coming in so it is difficult to arrange food. RS confirmed there is sufficient stock in his garage of wine not currently on shelf in shop to cater for most tastes! JW will make sausage rolls and EJ mince pies to supplement food brought by party goers (Production costs will be reimbursed from party budget!) Karaoke machine idea has been scrapped (CJ was gutted as she has been practising her moves....!!!!)

Another new volunteer set to start shadowing shortly.

Retail sales and Wholesale suppliers

Margaret Thomas has been bringing in wreaths which are selling as quickly as she can make them! Price and quality are excellent.

NA has had problem with new delivery charge for under minimum orders from P&H due to a misunderstanding. RS will investigate whether a refund can be claimed, but it is unlikely. Managers agree that it should not be a problem in future as long as orders are carefully managed and minimum requirements met.

Christmas delivery dates have been sorted by managers and will be advertised eg when fresh bread will be delivered after Christmas. Fresh rolls on 28th will be pre-order only to avoid wastage. Milk order will need monitoring to avoid wastage.

Advertising boards outside shop have been time-consuming to produce (although scissor skills have been honed for some volunteers in production of beautiful letters for display purposes only) and are proving to be not weather proof. Alternative ways of getting large posters for display were discussed that involved complicated things with wifi, photo copiers and downward drift (*tell me about it!*)! RS will reveal all.....!

JB reported that PO is already getting extremely busy and it is difficult to get all back office work done, even with two managers on duty at same time. Daily cash declaration is particularly difficult to fit in when there is constant queue at PO and only one till. PR and CJ will try to come in to help during peak times, if asked.

Repairs, renewals and maintenance.

30 dark green aprons have been delivered. Prices were discussed - if volunteers wish to have their own apron, a donation of £11 was agreed, to cover the cost of the apron.

MR has done some super sleuthing using modern technology known as telephone and found some useful facts about microwave testing appliances. It was agreed that JB would purchase recommended one from Amazon which would do the trick. Microwave should be tested weekly and results recorded (in yet another little book or folder under counter?)

RG and MR will negotiate a visit from cool maintenance team who will then liaise with NA. First priority is stockroom chiller (will be needed to stock extra milk over Christmas period!)

No news on outside storage cupboard. (VM to chase)

Dog tethering posts are bought but site for fixing not yet decided.

RS will circulate scale plan of forecourt and scale drawings of desired fixtures and fittings for all to play with and bring recommendations for positions to next meeting!

RG and MR are collaborating on spreadsheets but need ARO to access Open Office to shop computer. MR requested a glossary of terms that will help him continue the work when RG has moved!

Replacement of tubes in insectocutor - RS has discovered that, sadly, it is cheaper to buy new unit than replace tubes but promised VC and minutes secretary that old unit will be disposed of responsibly!

Jury is out as to whether A&E will have sweet peas up their trellis next year or not - watch this space!!

Grants and donations (see report)

VM gave copies of article from July 18th Daily Telegraph containing mention of shop and quotes by JW to interested parties.

Publicity

November newsletter delivered - thanks to deliverers.

Publicity Leaflet ready to go to Karen and then to printer.

Christmas Card WILL be produced by RS in good time.....

Events

Craft Saturdays have been running for 3 weeks but unfortunately last Saturday clashed with village event so was not very successful.

Website & IT

Website is looking good, thanks to work by Simon Best. Some details need checking as some info was lost and had to be re-loaded and may be out of date. NA is on the case.

ARo has introduced us to company who can sort out technical problems and have done so efficiently. Technology connecting back office with EPOS is now sorted.

JB reported increased use of shop wifi since going over to fibre optic - which has increased cafe sales too!

BT bills need checking as they appear to be domestic rather than business...

Correspondence

Google maps have asked if we wish to update our business profile - RS will investigate in light of JB's concerns about ethics at Google.

Input from floor

Thanks to PR for provision of savoury snacks and to team for supply of hot drinks.

AOB and items to be discussed at next meeting

RS proposed a vote of thanks to RG for all the work he has done since joining committee in February and wished him and Jenny well as they move to Wiltshire. PR magicked some bubbles and a toast was made - goodbye Robert, we will miss you!

Date and venue for next meeting was agreed for 7.30pm on 16th December (reminder from CJ that she may be absent that evening and a deputy minute taker might be needed!) This will be last meeting of 2015 ; first in 2016 will be 6th January and fortnightly thereafter.

Meeting closed officially at 9.43 pm