

Minutes of Management Committee Meeting held on Wednesday 4th May 2016 at 7.30 pm in Pavilion.

Present: Shirley Colenutt, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel (7.48), Mary Trinder and Joan Woodroffe (+ several members of Family Fly who made their presence felt.)

Apologies for absence: RS for lateness

Declarations of Interest: None

Minutes of last meeting were read and signed as correct by MR , in absence of RS whose arrival was delayed. MR continued to chair meeting as he was doing such a good job!

Matters arising:

None not covered elsewhere.

Finance

VM gave out balances of all accounts and explained some fine adjustments imminent due to further debits and credits impending. Another tranche of BL funding has been paid in.

Current a/c is fully reconciled on Sage up to 02/05/16 and VM has put all daily takings on spread sheet, which facilitates sagging (*auto-correct has stepped in - this should read Sage-ing but I liked the alternative version!!!!!!*) Huge job, so thanks to VM!

VAT quarter is due at end of May.

Plunkett membership fee of £240 was agreed.

PR explained rates bill. In previous years we have been able to claim 100% exemption but this has been reduced to 50% for 2016/7, with a further 30% granted by BDC. This means we are liable to pay £347.90 this year and this has been paid.

Pensions. VM has had some discussion which is ongoing, so no final decision has yet been made. No real urgency as not compulsory until Sept 2017 and as it will be costly, we need to get it right. Business committee will meet to discuss finer implications.

VM explained treasurer takeover process is taking longer than anticipated, due to unforeseen circumstances, but is progressing well and should be completed soon.

Staff

Staff appraisals are still due for JB, NA and MM and RS is still actively pursuing finding suitable dates for these.

MT has spoken to NA explaining her new role as staff liaison.

Retail sales and Wholesale suppliers

MR reported that latest intelligence received at 07.40 on 04.05.2017 is that 1281 items have been entered onto spreadsheet in preparation of Operation EPOS at end of May. This represents approximately 2/3 of total entries. Many thanks to managers who are doing this painstaking task - hopefully, once done, it will make life much easier for all in future! SC reported that Andrew White from ECR has revealed a method of using information on outers to enter information onto system, so this should make upkeep of system less time-consuming. All managers and SC will put individual quantities onto system on 29/30 May during shop closure. Thanks to all.

RS asked if anyone knew what had happened about sale of e-cigarettes, as although an agreement was given by committee in January, there are none on shelves. Although there is conflicting evidence about the safety of these, it was generally agreed that we sell tobacco products so there is no real reason not to stock e-versions.

Some customers are smoking on forecourt, although this is still against law which states there must be no smoking anywhere on premises (which includes the outside space). CJ will make laminated notices for outside tables saying 'Thank you for not smoking'.

Volunteers (see report)

Repairs, renewals and maintenance.

(i) Crockery. Old crockery in café is getting very shabby now and really needs replacing. CJ had visited Thetford Garden Centre last week and much admired the new crockery there (Stonecast by Churchill). Photos of it had been sent round but they did not really do justice to actual shape. Cost is approx £47 for 12 items. It was agreed that **decision would be definitely made at next meeting**, so all recommended to go and see for themselves. Two sets of 12 cups, saucers and small plates would enable enough to mix and match. Donation in memory of June Ridley (see correspondence) would be put towards these and another offer of providing funds for new crockery made some time ago would be followed up.

(ii) Bike rack. Sadly Jane Dove passed away on 20th April before she was able to see the plaque, but plans are still forging ahead for bike rack. Stainless steel has been bought and Nick Parravani is poised waiting for go-ahead from committee that his plans are what is wanted. PR WILL see him asap so he can get going on project.

(iii) Gazebo will be collected from storage at 5.30pm and erected on forecourt at 6pm on Friday 6th May. All attempts to clean off mould/algae/dirt have been unsuccessful, unfortunately, but hopefully customers will be so enthralled by new crockery, they will not notice! Best orientation will be decided at time of erection, so that it does not impede access through cafe door.

(iv) New chairs are needed for outside. VM and PR will source 12(?) stacking aluminium chairs that are virtually indestructible, following breakage of some of wooden chairs. AJ

has one example of chair but cannot disclose the source. Karen Roseberry also has some which appear to be very low maintenance.

Grants and donations

In accordance with grant stipulations, VM has organised a Nature Walk in village with local naturalist, Chris Sharpe, who is world renowned. Date has been preliminarily set for May 21st but this is subject to confirmation.

Mardling Club is put on hold until after all celebrations for Queen's 90th birthday are over.

Donation of £72.50 in memory of June Ridley will be put towards new crockery.

An anonymous donor has covered cost of Plunkett membership - many thanks.

Publicity

MT has spoken to Joan Dove and Dawn Thacker and will co-ordinate with them to provide welcome packs for new villagers.

Leaflets and business cards have at last been printed. Thanks to MT for getting it all done. Card and small token of appreciation will be given to Karen for her help. Copies of each will be sent to Jenny Gray, as Robert had a lot to do with planning of these. A plastic display stand needs to be sourced - JW will look in Office Supplier in Dereham; if not one will be bought from Viking.

Latest newsletter has been produced by MT. PR will print as soon as date of Nature Walk has been confirmed. Distribution date limit was set for Tuesday May 10th as lots of crucial dates are in NL. Various deliverers will be co-ordinated by Pete.....Caston and Lt Ellingham will be included this time.

(VM tried and failed to capture Mr Fly with her bare hands but, although bloodied, remained unbowed!)

Events:

Arrangements for Quiz on May 14th to raise funds for Street Party on June 12th were explained by SC who, as always, has everything well in hand. It was agreed to provide a hamper as a raffle prize, as requested by MM. RS also has some wine for a prize. Sandwiches will be made in VH at 2pm and hall will be decorated at 5pm by Karen etc. Donations of cakes etc will be asked for also. Thanks to SC for organisation.

Street Party committee has met again and arrangements are also in hand for church service in VH, Street closure, fancy dress competition, decorated garden competition, a ride past by Riding for Disabled and a Dorgi dog walkabout. School fete organised by FORS will take place after Street Party.

Website and IT

Advert for quiz will go on website immediately - apologies for delay.

Correspondence

It was agreed to renew subscription to 'Waylander', parish magazine for Caston and surrounding area. Cost is £45 for 6 months but this is considered cost effective as we have a lot of customers from that area.

Thank you letter has been sent to Ridley family for donation received after June's funeral. Acknowledgment also sent to Rosedale Funeral Home.

PR has been entrusted with Pavilion key and has also had a £50 float for bar. In his alter ego as Gloria he will open bar after meetings once he has completed training and is adjudged competent as a barmaid.

Input from floor

Thanks to all who provided refreshments during evening

AOB for next meeting

Crockery decision.

Date and venue for next meeting at 7.30pm on 18th May 2016 in pavilion. (CJ requested that minutes are taken by A.N.Other as it is Barbara's Day and she will not be compos mentis by evening!)

Meeting closed officially at 9.10 pm (that WAS a record! Well done MR!!)