

Minutes of Management Committee Meeting

held on Wednesday 4th November 2015 at 7.30 pm in pavilion.

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

Apologies for absence None

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

JS will offer flu jabs to managers who have not already had them, by letter.

Finance

(i) JB gave latest balances in all accounts, some bills outstanding. Another tranche of BL money has been credited to BIG account. There has been some movement of funds between accounts.

(ii) Draft Budget plan is being drawn up by JB and future purchases need to be identified in order to reduce liability for Corporation Tax which is due on nett profits including grants and donations.

(iii) Accountants - Asset register still work in progress (RS) but otherwise almost everything is ready for accountants. It was confirmed that PR has all paid invoices on file. RS has encountered problems using drop-box to forward all minutes to accountants.

(iv) Discussion and confirmation about what is necessary to be addressed before AMM. Audit Report from 2015 will be re-distributed for further scrutiny by all committee, including new members. JB noted that PO has performed far better than all predictions, in spite of significant cuts in commission levels and there was approx. £10,600 made in commission in PO last year. Managers have been told and are looking at ways of increasing sales of more profitable transactions, without compromising customers in any way. Well done to all PO staff. No further information about increasing services offered, in spite of promises by Field Officer.

Membership and EIS

New form is still in draft form and will be simpler than original membership form, with two sides. VM suggested it is in different colour to avoid confusion.

Staffing

Following a discussion about existing staff contracts regarding Bank Holiday duties and breaks at weekends, JB left the room as an interested party. A motion was carried unanimously that will change existing contracts (proposed by RS, seconded by CJ). JS will draw up revised contracts. JB returned to the room.

Volunteers

Managers have agreed to organise volunteer party on December 12th in pavilion, which has been booked at cost of £60, including manned bar (mates' rates). It was agreed that all volunteers would be offered a free glass of wine on arrival (from stored stock) and that invitations would be issued from 5th November to all volunteers and their close families, with RSVP. Other ways of thanking loyal volunteers were discussed and will be investigated further. All would bring plate of food (although getting in caterers was mooted....)

Following drive in recruiting, about 12 more DBS forms have been submitted for new volunteers and at least one extra teenage volunteer has done some shifts recently.

Retail sales and Wholesale suppliers

AJ has produced a comprehensive illustrated document on storage of fruit and vegetables, which was distributed. A laminated copy will be hung near fruit and veg area so that closing staff and volunteers know what to do at end of day. AJ agreed to be "Vegetable Monitor" and will pay particular attention to state of mushrooms and their wrinkles.

JB has spoken to lady from Banyards Farm about quality of produce and deterioration rates and we are now getting twice weekly deliveries. **All wasted items will now be weighed and recorded on invoice in shop before returning so that a check can be kept on 'sale or return' goods.** Quality of stock appears to be improved.

JS has researched canvas/calico good quality bags with gussets and gave prices e.g. coloured fabric bag (38x43x10cm) £2.90 but printing costs will be added to that. JB will find name of supplier who provided original jute bags to see if they offer similar product as they already have the logo on their computer and could possibly be cheaper.

Repairs, renewals and maintenance.

Some of missing aprons have now been located and should be back in shop and in circulation by now. CJ is still waiting for quote from Mr Overalls for new aprons and is chasing them daily.

Insectocutor tubes need replacing as they are no longer effective.

Coffee machine needs servicing - engineer has been alerted. He will also be asked to check hot water boiler and water filter at same time (although these belong to RCS so will not be covered by rental contract)

Alarm went off at shop while CJ away and Grapevine could not contact other emergency numbers. A and E heard alarm and finally called RS who de-activated it and investigated, finding a box of crisps had fallen and in doing so, had moved security camera positioning. A new security/emergency procedure is being drawn up as matter of priority. JB will liaise with Grapevine about changes of settings internally. RS will provide written communication for Grapevine about emergency contacts update.

Grant provider plaques need to be put up - RS will ask John Brown if he can do this.

RG and MR have found local firm who will provide service cover for all refrigeration equipment at cost of £126 +VAT annually. Emergency cover is also provided at £50 callout + £38 per hour. It was agreed to get them in to service all units and simple written contract agreement will be signed by RS.

Grants and donations (see report)

Questionnaire (required by BL)in draft form was circulated by VM, and various adaptations were looked at. Copies were taken away for scrutiny/completion and comments to be made. It was suggested that customers willing to give time to complete them could be offered a free cup of tea/instant coffees as a bribe/reward.

Some larger donations have been received from customers and there was discussion about how to handle these with best effect.

Publicity

RG now ready for draft print run on pamphlet.

Next newsletter will go out during November. Items for inclusion to VM please.

Replacement for RG will be needed shortly as he is moving out of county. Managers will be asked if they have ideas.....but a hard act to follow!

Events

Hallowe'en Quiz went very well raising £550 for village organisations. Huge thanks again to SC for the organisation of another successful village event, that was well supported . SC thanked helpers in turn - more help needed next year, please, as load was heavy on those few preparing for event !

Frightfest was also very successful. Takings in shop were increased significantly during extended opening - thanks to PR for manning and to RS for helping at short notice when VM called away for emergency at last minute, ably advised by SC and LT.

Saturday Christmas Craft stalls are being organised by MM/NA and all seems to be going according to plan.

Website & IT

Thanks to SB for all he has done to improve general look of website.

Changeover to BT has not gone completely smoothly and there are still several outstanding issues that need addressing, but it is early days as contract only started on 2/11. Fibre optic is now in place but there is still no wifi available in shop. JB will liaise with ARo about best way forward - it is lot for volunteer to take on so we are prepared to bring in paid expert if necessary. Thanks to ARo once again for all he has already done.

Printer for EPOS machine has been playing up and today refused to print Z report at end of day.

Correspondence

Nothing significant.

Input from floor

CJ has noticed that Amazon delivery option 'Local Collect' is displaying wrong opening hours for us, as it is not showing extended hours since becoming Community Shop. RS will contact PO.....hopefully it will be changed.

Thanks to PR for provision of delicious Black Forest Gateau and bubbly to celebrate VM's birthday and to usuals for providing hot drinks.

AOB to be discussed at next meeting

Nothing not already covered.

Date and venue for next meeting was agreed for 7.30pm on 18th November

Meeting closed officially at 10.15 pm