

MINUTES OF MEETING held on 6th May 2015 at 7.30pm in pavilion

PRESENT: Natalie Albrow, *John Borrill*, Shirley Colenutt, *Robert Gray*, Alan and Elaine Johnson, *Cath Jones*, *Victoria McArthur*, *Pete Rushton*, *Jan Swaddling* and Joan Woodroffe

APOLOGIES FOR ABSENCE were received from *Malcolm Robertshaw* and *Roger Steel*

MINUTES OF LAST MEETING were agreed as correct and signed by VM who chaired meeting.

MATTERS ARISING were all covered by agenda

FINANCE

- JB issued latest bank balances which are looking healthy, with bills paid up to date.
- In spite of extensive enquiries and investigations, worthy of Hercule Poirot, it has been confirmed that we are still liable for bill of £1.5k+ for Corporation Tax on unspent grant monies up to August 2014. We remain very disappointed that Lovewell Blake did not warn us of this liability in advance but accept that bill will need to be paid by June 1st. JB will ask LB to write letter for shareholders explaining that this payment is due to changes in legislation, not our incompetence.
- JB has applied to Co-op Bank for a fourth account to keep grant money in, as required by BL but the process will take about two months to action. Grant money will not be paid until account is running under BIG name. Yet more paperwork and personal details are required from all new committee to be completed asap and returned to JB and relevant forms were distributed to all members along with reminder to use black ink only and not to fold papers. JB will investigate changing name of existing account to accommodate new funds as soon as possible while new account is set up.
- JB showed analysis of wastage sheets since September 2014 and these were perused and discussed. There is still room for improvement but overall wastage is less than 1% of total sales so not a disaster. Ways of improving figures will be looked at by managers and committee. SC asked that wastage sheets are more explicit regarding actual quantities as sometimes amounts are ambiguous e.g. how many packs or actual number of items wasted. Thanks to SC for going through sheets regularly.
- PR and RS are now nominated administrators on Government Gateway as well as JB
- EIS update from PR hopes that all will be returned next week.

STAFFING ISSUES

Appraisals of all managers are taking place with JS and DJ this week. NA and MM are complete and JWa will have hers on Friday. Thanks to JS and DJ for all time and effort spent on these.

Advert for new member of staff cannot be placed until grants/new bank account are in place.

NA and MM are willing to start cascading PO training to 3 willing volunteers. They will need to complete application forms and PO security checks before they are given a log-in and training can

commence. Online training will be done at home (arrangements being made for JW to do hers elsewhere) EJ offered help with this - thanks Elaine!

RETAIL SALES

NA reported that wastage and reduced items are now recorded on separate sheets for clarity.

As agreed, some suppliers have been cancelled with no ill effects to stock and it is now easier to order and pay bills. Card Rax will supply a better selection of cards so have been given a stay of execution for time being.

NA has asked PO to update its main website to give accurate description of our opening hours and services offered.

POL has been asked for more advertising material

Cakes sales are good but there is still an issue with size of portions. No bills have yet been received so costings and profit margins cannot be measured yet.

Fire extinguisher will be moved to give more space by counter (approved by Charles McIlwhan). Annual servicing of extinguishers was discussed but generally agreed to keep status quo.

E and A and NA will check fire alarms regularly at 2pm on first of each month and record kept along with cleaning schedule.

Accident/Incident book needs to be kept near First Aid kit and kept up to date. NA will obtain new book from Viking.

GRANTS (see report from VM)

VOLUNTEERS (see report)

Training session had been held on April 26th as arranged but unfortunately only few volunteers turned up, possibly due to miscommunication. However it had been a useful exercise and resulted in two volunteers who had not done a shift for some time in signing up again. Other 'lapsed' volunteers will be contacted and urged to come in again.

Volunteer Party will be held on 4th July at Mill House, (thanks to McArthurs for hospitality). Invitations will be given asap so date can be booked!

PUBLICITY

- RG has been in contact with EDP and arrangements are in pipeline (in consultation with SC).
- All published material needs to be double checked for accuracy before going to press as there have been some bits of misinformation or out-of-date facts.
- Apologies will be given to Donna Eke about published information about her fundraiser in summer that appears to be organised by shop but is actually Donna's brainchild!
- MM has compiled an impressive list of forthcoming events at shop. More details need to be given to her for advertising more fully at appropriate times. Boudicca 100 is next event on May 17th

and discussion ensued about specific use of funds raised by event. RG will produce a poster for shop about it, inviting sponsorship/donations for TEAM RCS.

- JS will investigate awnings for outside shop
- Box can be placed in shop asking for donations towards Home Watch signs for village.

WEBSITE, IT AND EPOS

- SC gave update on slow but steady progress on alcohol and tobacco onto EPOS system.
- Website will be updated with latest information about committee etc as matter of urgency.
- Wifi now in place after new technician, Stuart, has been in and done some work.
- Work has also been completed on café computer to convert from Linux to Windows which is easier for customers and has been well used.
- NA will find out which version of Office was originally bought and that will be loaded.

REPAIRS, RENEWALS AND MAINTENANCE

- Temporary coffee machine replacement has been fitted by Mr Calypso after multiple callouts for breakdowns.
- RS has fixed back door so it now shuts more easily

New cabinet for newspapers has been put in by John Brown - many thanks to him.

CORRESPONDENCE

Awards For All paperwork has now been completed and all signed off - thanks to VM

PR has sent AR30 to Plunketts as requested and confirmation received that this does not need to be changed because of Corporation Tax liability.

INPUT FROM FLOOR

NA said storage of PO back office paperwork is becoming an issue, even though she and Elaine have spent ages sorting it into order. RS will hopefully create storage shelving in his garage.

NA and CJ are on a Retail Jolly in Colchester tomorrow to learn new strategies for improving sales and profits and will report back at next meeting.

Thanks to refreshment providers!

NEXT MEETING arranged for 20th May at 7.30 in pavilion

MEETING CLOSED at 9.35pm (Mr Rusty- take note!)