

Minutes of Management Committee Meeting held on Wednesday 9th March 2016 at 7.30 pm in the Pavilion. (Start delayed by 30 minutes as key to pavilion inaccessible - many thanks to Sarah Good for coming at short notice to let us in!)

Present: Shirley Colenutt, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel, Mary Trinder and Joan Woodroffe. (+ 2 gargantuan flies that met their demise during the evening after a concentrated attack by JW wielding a broken fly swat!)

Apologies for absence: John Borrill

Declarations of Interest: None.

Minutes of last meeting were read and signed as correct

Matters arising:

None not covered by agenda.

Presentation by Ali James from Thetford Food Bank.

Ali gave an informative talk on how the scheme works. There followed a discussion and questions were answered by Ali. It was agreed that shop would possibly appoint voucher holders who will issue food vouchers to those in crisis, who would be referred by managers; this way, there would be no issues with confidentiality and any recipients would remain anonymous. (RS to inform managers)

Birthday celebrations took place, recognising the fact that the shop will have been open for two years on 12th March. A delicious chocolate gateau was produced by Elaine and celebratory beverages were consumed as we sang 'Happy Birthday' to ourselves. A birthday card was opened and will be displayed in the shop.

Finance

- (i) Bank balances were presented by RS who read an email from JB explaining recent transfers of funds between accounts.
- (ii) Business committee will meet on Sunday 13th to decide how to prepare for possible withdrawals by major shareholders when they are allowed to do so.
- (iii) Final accounts have now been received from LB by JB and will be signed off by JB, RS and PR tomorrow and returned to FCA immediately, so that they arrive before deadline (we could incur penalties if deadline not met.)
- (iv) Total of 11 new members have now bought a share in new offer.

Management committee appointments were deferred until next meeting, due to delayed start and lateness of hour.

Staff

Discussion about rise in minimum wage from April . VM and SS will meet to sort projections that will comply with grant stipulations but allow us to pay highest rate possible to managers. Pension

and NI contributions will also need to be factored in, as regulations have changed since original grant applications.

Retail sales and Wholesale suppliers

MR gave detailed report following his investigations into EPOS system (see report)

(ENTER JW WITH FLY SWAT. Some futile gesturing preceded a deadly strike killing the ringleader fly, followed by a subsequent lethal blow to the sidekick.)

Thanks to MR for all that he has done in finding out about EPOS systems, that has involved traipsing about the countryside in his Morgan, with PR riding shotgun on occasions. After a lengthy discussion it was agreed that we should stick with present system but make a concerted effort to re-programme and get it working to maximum efficiency. This may necessitate closing shop for a time (Sunday/Bank Holiday?) in order to get system working properly for us once and for all. SC offered to remove all unused PLUs from system. In spite of high cost of £800 p.a. it was agreed to consider taking up ECR contract and inviting Andrew White to come in to talk to 4 managers to find out exactly what we need and how best to achieve it with what we have. If till goes down, loss of trade would be disastrous for business.

Repairs, renewals and maintenance.

EHO has visited without notice and made one or two recommendations but described shop as very clean and well-organised. Written procedures will be updated asap and paperwork made available by next week (RS to speak to managers about this.) Hygiene procedures will be on list for volunteer refresher course on 16/03.

AJ asked when gazebo will be erected as he and EJ need to apply Danish oil to window frames in advance. As much will depend on weather, an arbitrary date of Easter was agreed but this could change, after consultation with managers.

RS has fitted one barrier in forecourt and is awaiting further sleepers.

Grants and donations (see VM's report)

Please consider VM's request for comments about how we are achieving our goals and report back to her before next meeting.

Publicity (see VM's report)

Joan Dove gave interview to two AAN students as part of BBC Radio Schools News Project and it will possibly be aired on March 10th from 1 pm.

Volunteers

Refresher course will be held in shop on 16/03 and invitations have been issued. Replies are coming in slowly. NA has given list of points to be covered and EJ, JSw and others will be on hand to give specific presentations about certain aspects. Thanks to VM for co-ordinating the event.

New guidelines regarding DBS were explained by PR (who has now been certified by Momentum) and POL will be consulted about the way forward.

Events:

Easter Bunny event is being organised by MM on Good Friday with guest appearance by an Easter Bunny (such as never seen before!!)

At least 3 participants have already signed up for Boudicca 100 event on May 22nd and serious training is underway. Sponsorship this year will be in aid of Pancreatic Cancer UK and Mesothelioma research in memory of Robert Gray and Richard Smedley who both recently lost their battles with these diseases.

No time to discuss 90th Birthday celebrations so deferred till next meeting.

Website & IT:

Ongoing progress

Correspondence

PO Complaints dept dealing with recent issue and is out of our hands.

Request from Marie Curie to have collection point for daffodil appeal has been agreed.

Official letter of resignation from JB has been received by PR

PR has certificate from Momentum as official DBS checker

Thank You card will be displayed in shop

Input from floor

Thanks to all who provided refreshments during evening.

JW reported that some newspapers are not being returned to her in time for refund so shop is losing out. As has been agreed in past, all newspapers not collected and paid for by end of day MUST be returned that night, unless specific instructions have been given to save them.

PR informed us of closure of Watton PO that has resulted in extra footfall at PO. Several very positive comments have been made by customers who have found visiting so pleasant, they will continue to use us even after Watton re-opens. Stationery orders will need to be adjusted in order to cope with extra customers.

AOB:

Street Party to celebrate Queen's 90th birthday

Staff wages

Grant recommendations

Date and venue for next meeting at 7.30pm on 23rd March 2016 in pavilion.

Meeting closed officially 10.43pm