

Minutes of Management Committee Meeting

held on Wednesday 9th May 2018 at 7.30 pm in shop (last minute change of venue due to unexpected cricket match).

Present: Philip Dingle (PD), Alan and Elaine Johnson(EJ), Cath Jones(CJ), Pete Rushton(PR), Dave Seaton(DS) Roger Steel (RS) and Mary Trinder(MT) + 5 flies who met their end before the meeting was over at the 'hands' of the insectocutor.

Apologies for absence: Shirley Colenutt(SC) Victoria McArthur(VM) and Malcolm Robertshaw(MR)

Declarations of Interest: None.

Minutes of last meeting were read and signed as correct by RS

Matters arising:

Thanks to all who do tireless work behind scenes, which doesn't always get mentioned, or even noticed, but is much appreciated nonetheless .

Finance (see report)

- Bank balances and financial report were presented by PR, with cautious optimism.
- Next tranche has been received from BL for wages contribution.
- Bills have been paid.
- Thanks as always to SC for doing a sterling job on checking figures.
- Extra wages due to JB following pay rise is being sorted.
- Sage reconciled up to date-thanks to PR.
- VAT quarter, due 31/05/18, is being sorted
- Problems with card machine (Global Payments) is being sorted...unclear at moment whether this is due to internal fault or external internet connection. New terminal has been requested by NA. ARo will be asked for advice - if necessary a new cable will be bought.
- Shortfalls at PO each month need payment immediately which is not always easy if they are significant. After discussion about option to process

centrally, VM, PR and RS will decide before next end of TP (16th May) and make decision.

- Daily takings sheets are being amended by NA to eliminate errors being made inadvertently, along with some changes to end of day procedures. All managers need to be very clear on changes, so written instructions should be available until new system is fully established and working properly.
- PR will email turnover figures to committee for information.

Retail sales and Wholesale suppliers (see report)

PR has done price comparison on cigarettes and circulated table of his findings. RCS prices are way below supermarkets (one brand appears to be being sold at less than cost price!) so this needs to be addressed quickly. PD to speak to NA. He will then target different areas of sales gradually to see where we can make more profit without causing hardship to customers.

RS will confirm with NA that general shop prices are managers' responsibility and price changes do not need to go through committee.

PR will speak to Andrew at ECR for advice on EPOS.

Repairs, renewals and maintenance.(see report)

Maintenance on air-con units has not been done yet. MR will be asked to remind engineers to call (CJ).

PD has just received more information from LB about financial implications of proposed new shed but has not had time to digest it. It was agreed to defer until next wave of grants as it is too late to apply successfully before end of May.

An on-site inspection of possible siting of new shelving and noticeboards was carried out, with lots of measuring and postulating. Eventually a plan was made and RS will speak to a villager about making the necessary framework for moveable noticeboards.

GDPR (General Data Protection Regulations) Training

Sue Steel (appointed DPO) was welcomed and gave a well-informed and thorough training on all issues regarding new legislation that comes into force on 25th May. A document that has been circulated since 20th March

was gone through and details finalised for SS to make a final 'plan'. Various questions and potential issues were raised and answered (or note made to find correct answer from ICO). Certain information regarding data was confirmed and checked as being compliant and other missing items will be implemented and stored according to our newly agreed policy (eg a card index with emergency contact details for all volunteers).

SS will arrange a meeting with all managers to inform them of the policy so that they are aware of all the implications.

It was recommended that a new volunteer agreement is drawn up so that all the new regulations are covered.

AJ proposed a vote of thanks to SS for her work and effort.

Grants and donations (see report)

Cycling Club has started again with two rides having taken place. PR and VM are looking for another leader who can lead rides when they are unavailable.

Events:

MP George Freeman's visit Rocklands on April 27th took place and was very successful. George expressed his complete admiration for how well Rocklands functions as a community and was impressed with how well the shop is doing since he opened it officially in 2014.

Boudicca 100 Cycle Ride will take place on May 20th.

Another wine-tasting evening is in pipeline....watch this space!

Publicity

MT confirmed details about information to be included in next NL to be delivered before next Bank Holiday at end of May.

Input from floor

A discussion about purple asparagus resulted in a pondering posed by AJ - we await the outcome with baited breath!

Thanks to A&E for refreshments.

Date and venue for next meeting: 7.30pm on May 23rd 2108 - venue to be decided.

Meeting closed officially at 10.33pm