

**Minutes of Management Committee Meeting** held on Wednesday 11th October 2017 at 7.30 pm at the pavilion.

**Present:** Shirley Colenutt, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, John Rose, Pete Rushton, David Seaton, Roger Steel and Mary Trinder

**Apologies for absence:** Joan Woodroffe

**Declarations of Interest:** None

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

**Matters arising:** The dozy fly who had lived to fight another day at last meeting, met an early demise at the (almost bare) hands of our treasurer

**Finance** (see report)

Special thanks from VM to SC for taking some of paperwork over, making her life easier.

1. Balances given out by VM. Shortfall in staff wages due to decrease in BL grant will be taken from Business a/c as agreed.
2. End of TP in PO up this month, so there is still something not quite right but managers are 'on to it'.
3. VAT quarter done and paid.
4. Invoice of £1920 to UEA for grant questionnaire will be paid (VAT can be offset). Other bills up to date.
5. Thanks to PR for doing Sage reconciliation ready for accounts to be sent to LB for annual audit.
6. Next tranche of BL money due in November.
7. Method of paying in daily takings to bank has changed and previous system is no longer valid. Bank has provided a new style paying-in book after request from VM but debit card also needs to be used, so methods of making new system secure by establishing a new protocol were discussed and will be shared with managers.
8. EOY stock sheets are ready to go to LB - PR will speak to NA about final details. RS will do fixed assets and all documentation should be with LB by 17th October at latest.  
AMM will be set at 17.01.18 to avoid last minute rush. (CJ to book VH)
9. RS is willing to answer questions about any issues (shop-related) if you email him. His resumé of why there are several bank accounts was very informative and appreciated, not just by those comparatively new to committee.
10. Share certificates from a member who has sadly died have been returned to shop as donation.
11. We were reminded that all committee members are welcome to attend business sub-committee meetings if they wish to get a deeper understanding of financial matters.

With full meetings now held monthly, it is important that sharing of relevant information is done between meetings and that records are kept and shared at monthly meetings for minuting if necessary.

**Staffing** (see Managers' report)

Official resignation letter has been received from John Borrill, announcing his intended retirement date of May 2018. Very many thanks to JB for giving a long period of notice so that a suitable replacement can be sought and found, and for being flexible about timings. It is also much appreciated that he is going to continue as a volunteer, also covering PO when necessary after he is no longer a paid manager. An advert has been drafted and will be put out in near future.

**Volunteers** (see Managers' report)

No further progress on volunteer newsletter, so MT agreed to do it herself.

New 2 hour shift pattern during week has been in place since w/c 25/09. Some volunteers have said they prefer new shorter shift and one or two have come back to volunteering as a result, however, there are still many shifts left unfilled every week, requiring last minute cover. (Many thanks to AJ for doing so many of them at very short notice.) Other volunteers have said they preferred a 3 hour slot, especially if they have to travel in by car from a distance. After some discussion, it was agreed that it is too soon to judge fairly but that the situation would be closely monitored to see if any patterns emerge. The issue will be covered fully in the first volunteer newsletter. CJ will again advertise the need for volunteers on Facebook and in Rocklander to try and encourage 'new blood'. It was noted that no mums with children at local school currently volunteer, so perhaps we can encourage some of them to offer a couple of hours a week.

**Retail sales and Wholesale suppliers** (see report)

*(In spite of lack of seasonal birthdays, we fared sumptuously on Zeb's lemon drizzle muffins, made using natural yoghurt, and Alan's walnut cake -made with his own nuts- and both delicacies were declared winners!)*

Café sales are increasing (20% up since earlier in year), which ties in well with draft business plan drawn up by DS. (This would be circulated again by DS to remind us!)

EJ and SC have worked out what is owed to JW following newspaper sales transfer and RS will give her a cheque with explanation of how the figure was reached as some invoices seem to be missing.

*(We were interrupted from eating our cakes by the appearance of a Father Christmas-style figure who proudly gave out pots of Rocklands blackberry Jam, beautifully presented, to all ! Is there no end to the hitherto unknown talents of this man? In spite of various suggestions, we could find no celebrity chef who closely resembled our own AJ- apparently Fanny and Johnnie Craddock were not acceptable, for some reason)*

New beer supplier is working out well.

Organic milk is being supplied in small quantities (pre-order only)

Hallowe'en stock coming in.

Christmas stock will go on display after November 5th.

Christmas stamps are in

### **Repairs, maintenance and renewals etc** (see report)

Electricity contract sorted.

Bad smell in café was sniffed out by an expert EJ who found the culprit lurking behind an appliance -RS is sorting a cap to fit that should eliminate the problem (related to a redundant dishwasher) immediately.

“Sniffer Dog of the Year” prize should be awarded to EJ, who succeeded where many had failed.

New printer is now installed at DS’s house and is working well (evidence to prove quality was circulated!)

### **Grants and donations** (see report)

VM explained how questionnaires produced by UEA would work, using one of them as a visual aid. Delivery will take place in Rocklands only along with latest NL this weekend.

### **Events**

Macmillan Coffee Morning on September 29th was very successful and raised £450. Along with another the following day at White Hart for those unable to attend on Friday morning, the total raised by village was £800 - a magnificent effort! Many thanks to all who worked so hard to make it such a success!

Adnam’s Wine Tasting Evening has been organised for 10th November at 7.30.

Unfortunately, this is too late for inclusion in NL but will be advertised in November Rocklander and in shop, as well as on Facebook.

Ideas for possible Christmas events to be brought to next meeting.

Cycle Club will continue to meet fortnightly during winter - one of participants has offered to lead next ride which is good news!

### **Website and IT + Facebook and twitter pages**

UEA questionnaire will also be on website

### **Publicity**

September NL was delivered by trusty band of foot soldiers.

Another is now ready to go out and was printed on 80gsm paper (after consumer survey it was agreed to use this for NLs in future) by new laser printer and quality of print was admired! Apologies for name spelling error that was not picked up by self appointed Spell Checker-in Chief, who castigated herself but blamed her medication for the error.

Possible improvements to picture quality of future NLs was discussed and agreed (and now we will all put professional acrobat on our lists for Santa - the mind boggles!)

Publicity flyer will be printed by DS on better quality paper as it is less likely to get thrown in bin. This will be distributed in neighbouring villages who do not have PO....

DS has acquired 3 large display boards and will deliver one as example to RS at weekend.

Matthew Johnson has now completed a virtual tour of shop and will send link to all committee members for approval and ideas for further development. Complicated technical

discussion followed that possibly only a minority comprehended so it was agreed that DS and MJ would liaise without an intermediary as they would speak same language! RS offered to give MR a private viewing.

RS and MT will meet on Wed 18th at 2pm to finalise artwork for Apex Signs.

### **Correspondence**

As no committee member has capacity to stand on committee for arranging Open Gardens in August 2018, we approved Ann Burroughes' suggestion that Kong Golke is asked to represent RCS, if she is agreeable.

RS has been in communication with Don Lear who is opening a Community Farm Shop in Lt Plumstead and has been offering his advice and expertise.

### **Input from floor**

Usual thanks for all refreshments, both during and after meetings - always much appreciated!

### **AOB**

Any items for discussion to be given to RS in good time before next meeting.

**Date and venue for next full meeting** at 7.30pm on 8th November 2017 in pavilion (unless we hear to contrary!)

**Meeting** closed officially at **9.57 pm**