

Minutes of Management Committee Meeting held on Wednesday 13th September 2017 at 7.30 pm at the pavilion.

Present: Cath Jones, Victoria McArthur, Malcolm Robertshaw, John Rose, Pete Rushton, and Mary Trinder

Apologies for absence: Shirley Colenutt, Alan and Elaine Johnson, David Seaton, Roger Steel , and Joan Woodroffe

Declarations of Interest: None

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

Matters arising: A rogue fly was ignored all evening, apart from food being covered up, as we were all so engrossed in riveting content of meeting that we hardly noticed his existence.

Finance (see report)

1. Balances given out by PR and VM. Some bills were unable to be paid today as shop and PO shut for couple of hours today due to power cut, but will be done tomorrow.
2. NA has given positive feedback after end of TP in PO as discrepancies are diminishing, although each month there is usually a deficit that has to be reconciled. Daily discrepancies in shop takings were discussed and possible ways of eliminating them, apart from occasional human error e.g. wrong change. The managers are also looking at possible solutions to the problem, and hopefully it will be resolved soon.
3. Meeting with KO planned for next week to do next VAT submission and sort end of year. (Huge thanks to PR for spending an inordinate number of hours/days completing the reconciliation of all accounts.)
4. VM has spoken to Ryan Oates re:pensions and pensions postponement letters have gone out. No more action necessary until November.
5. There was discussion about getting more from Sage and using it to help, rather than PR just being a slave to it, feeding in information. DS

will be asked to help to extrapolate the relevant data that will assist in improving our turnover.

Staffing (see Managers' report)

Nothing to report, apart from thanks to managers for continuing to work so hard.

Volunteers (see Managers' report)

No further update on progress of volunteer newsletter.

Managers have decided to adopt new volunteer shift rota (6 x 2 hour shifts throughout the week) on a trial basis for two weeks, starting on September 25th, for two weeks to start with, then another two weeks if it seems to be working, before finally agreeing to keep it after full evaluation.

There are still problems with getting shifts filled - no particular trouble spots but generally. The shop has not yet had to close because of no volunteer, but it has come very close.

Retail sales and Wholesale suppliers (see report)

1. Details of all restricted goods has been circulated by RS.
2. No further work has been done with improvements in café, pending results of meeting between Lis Walker and RS. It was agreed that a firm decision needs to be made as a priority about whether or not LW has input into café and the precise details of what involvement she has.
3. Annual end of year **Stock check** took place as arranged on 31st August. PR estimated that considerably upwards of 100 man-hours were spent actually counting the stock and checking it against EPOS printouts. (Special and huge thanks are due to SC who spent about 15 hours solidly counting, with only a few short breaks for sustenance.) Thanks also to committee members who gave up many hours of their time, to the volunteers who also worked extremely hard, and not least to the managers who also did over and above their call of duty to get the job done before the end of the appointed day with just minutes to spare.

The following morning at crack of dawn, RS and PR cleaned up the mess left by the exhausted team the night before, and, as a result, the auditor who inspected and checked the count at 8.30 the following morning appeared satisfied all was well. (*Short pause to breathe a huge sigh of relief!*)

Feedback and comments have been invited from all taking part and these will be taken on board and implemented if possible next year. However, the count was not the end, as the cost price of each of the items counted has also to be recorded. This has been done almost single-handedly by PR in previous years who has laboriously trawled through invoices and catalogues to enter the correct figures, then calculated the actual cost value to give to the accountants/HMRC. Thanks to managers, many of these figures have been entered onto EPOS system this year, but it was not possible to complete it in time for this end of year. NA has estimated she should have it done by September 25th and will aim to keep it up to date in the future, to avoid so many hours being spent. As she has spent so long already, and that work would be wasted if EPOS is thrown out, it was agreed that we would give it another year to see if it can now be kept current so that all that is needed next August is the push of a button for figures, and just a sample random cross-check done physically. If this proves impossible, then we will have to look again at another system. Advice will be sought from Andrew from ECR.

(No birthdays this time, after the recent flurry of them, but hot drinks, savoury swirls and flapjacks were consumed as we pondered these important issues, and made it all much more bearable! Even MR managed to investigate the contents of all consumables and agreed that he could sample unknown food without keeling over and didn't have to 'lose' too much secretly into his pocket to be disposed of later!!)

Repairs, maintenance and renewals etc (see report)

1. New cost-effective lights have arrived.
2. Printer has been ordered (after long and unexpected problems with bank card) and should arrive tomorrow. Its permanent home is in

question as MT has problems getting her computer to 'speak' to printers, so DS will be asked if he has space for it to be housed. Well done to PR on finding what looks to be an excellent buy, and to MT for doing the initial spadework investigation.

3. Air conditioner units were discussed and most effective way to use them, both for comfort of staff and customers and efficiency of use of electricity. It is possible to keep both happy if they are used properly so advice given by Darren from Coldlink will be conveyed to managers.

4. Electricity contract is up for renewal in October so MR and PR will liaise to get best possible deal.

Grants and donations (see report)

Annual report has been written by VM (many thanks - not an easy or quick task) and was sent off in time. There has been no feedback so far. UEA Penny Sorensen has prepared questionnaire for villagers which will be delivered with newsletter as soon as possible. SB will be asked to put it on website so that it can be completed online if necessary but pre-paid replies are available. Penny has suggested ways to encourage as much feedback as possible e.g. free coffee and cake to some lucky participants etc.

Events

Macmillan Coffee Morning on September 29th is all in hand and being organised by MM and managers.

Website and IT + Facebook and twitter pages

Covered elsewhere.

Publicity

Next NL is ready and is in process of being printed. CJ will fold as she has been trained by the Master folder-in-chief. It will be distributed with questionnaire in Rocklands only.

Correspondence

No further communication from Scottish Power over bills that have already been paid....

Input from floor

Usual thanks for refreshments - always much appreciated!
CJ suggested that a more efficient use of committee's precious time would be to have full meeting once every 4 weeks, using the other shop-designated Wednesday night for sub-committee meetings that could report back properly to full meeting. This could be organic - i.e. it could be used as necessary without firm rules so that needs of the moment can be met. Business committee could have a designated time to meet, instead of trying to squeeze extra meetings into already full schedules. Others could meet as and when to either help business committee or to discuss other issues. The motion was proposed by JR, seconded by PR and passed unanimously after discussion. (RS had been appraised of the idea, along with all committee members before the meeting, and had given his approval as long as certain caveats were covered, which they have been.)

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 11th October 2017 in pavilion (unless we hear to contrary!)

Meeting closed officially at **9.23 pm** when PR produced a bottle of Prosecco in celebration of an early finish and successful stock count (which delayed departure but for good reason!!)