

Minutes of Management Committee Meeting held on Wednesday 18th January 2017 at 7.30 pm at Mill House

Present: Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Pete Rushton and Roger Steel

Apologies for absence: Malcolm Robertshaw, Mary Trinder, Shirley Colenutt and Joan Woodroffe

Declarations of Interest: None

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

Matters arising:

None not covered elsewhere.

Finance (see report)

1. Bank balances were given for all accounts, with explanation that some bills due to be paid tomorrow.
2. Sage reconciliation and daily takings are up to date.
3. All paperwork is now with accountant for audit and meeting has been arranged on January 30th at 2pm. PR, RS and CJ will attend (VM gives apologies but with exam next day, she cannot attend although will be there in spirit).
4. Queries over two invoices were resolved quickly and amicably.
5. KO has flagged up problem with invoices from our 4 local account holders. Bills have been paid in full but VAT liabilities have not been itemised separately. SC will be asked to do this, if it is feasible.
6. JB has been given charge of managers' bank card as agreed for small purchases.
7. No further communication from Ryan Oates regarding pensions
8. PR has completed statutory compliance test for Global Payments. (Another certificate to be mounted and framed?)
9. Extortionate BT bill - RS has spoken with Federation of Sub Postmasters but has had no response from written communication yet.
10. Arrangements for sending out AMM invitation letters to shareholders were discussed and agreed. Copies of last year's minutes and summary draft accounts will be available on night. Village Hall has been booked and paperwork completed for hire.

(Pause for pre-birthday celebration cake for Pete, which came as a delicious dessert following oriental tapas as hors d'oeuvres - huge thanks to Vix and PR. There was only one complaint from EJ that her plate wasn't big enough

but she appeared mollified after being told she could have as many helpings as she wanted!)

Staffing

RS had attended first part of Managers' meeting held on Thursday 12th January in café. PR and CJ had covered in shop, including PO so that all managers could attend the long meeting without too much disruption. When written minutes have been received, we will be able to comment on issues arising from the meeting, so that positive steps can be taken to address them.

Volunteers

Volunteer training- following a couple of incidents recently, areas eg Lottery and selling alcohol rules need to be re-iterated at next volunteer training session.

Retail sales and Wholesale suppliers

Wastage of fruit and veg and how it is recorded has been raised as an issue by managers and different procedures put into place. All volunteers need to be made aware of the different way of processing reduced fruit and veg.

Email from Burrows has highlighted the success of new supply arrangement and customer feedback is all excellent.

Date checking of chilled produce now has a new procedure and should be done daily during first shift and recorded along with temperatures.

Repairs, maintenance and renewals

More investigations are going on into purchasing of an industrial mop by JB.

Another incident with ice cream freezer being accidentally turned off resulting in considerable wastage was reported. Apparently steps have been taken so it should not happen again and hopefully some of the loss can be claimed on insurance after excess.

MR is updating all repairs on list of assets eg fridges, freezers. PR will provide him with a copy of stocktake figures to assist with purchase prices.

Grants and donations

Meeting between VM , PR and Penny Sorensen and her research assistant took place in cafe on Monday 16th Jan. This was thorough and very positive. When definitive plans of action are received, they will be shared for our approval.

A customer has donated a high quality tailored blazer in NCFE-style livery for shop use. RS is investigating an auction on Ebay to raise funds.....Ed Balls and Stephen Fry will be alerted as they have proved those hues suit them beautifully.

Events

Date for Cycle ride agreed for 5th February, providing insurance cover can be sorted. Rules for participants include wearing of cycle helmets.

Chris Sharpe will be asked about doing another Nature Walk. *(AJ appeared keen to organise a Naturist Walk too so we will 'bare with him' as he sorts out details.)*

Waiting for dates of computer training workshops from ARo

Oddballers have agreed to do 7 point survey for increased health awareness and are looking forward to more details.

Publicity

NL has been drafted by MT and will be ready when some dates are finalised.

Article for inclusion in February Rocklander was approved.

Last of shop calendars have been given to local suppliers and supporters and have been very well-received.

Website and IT

All running smoothly

Correspondence

Nathan Burrows has been thanked for producing some very good posters advertising Seville oranges and sacks of potatoes.

Input from floor

Thanks for refreshments and roll on next birthday.....

AOB

AMM finalisation

Action points covered from this meeting should be emailed round when completed. Any problems encountered should also be emailed round so all are aware of what is going on.

Date and venue for next meeting at 7.30pm on 1st February 2017 in pavilion (unless we hear to contrary!)

Meeting closed at 10.52pm (but we had celebrated a birthday so RS is excused for not finishing earlier!)