

Minutes of Management Committee Meeting held on Wednesday 19th October 2016 at 7.30 pm at pavilion

Present: Yvonne Harrison, Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton and Roger Steel

Apologies for absence: Shirley Colenutt, Mary Trinder and Joan Woodroffe (+ fly family!)

Declarations of Interest: None

Minutes of last meeting were read and signed as correct by RS and Yvonne was welcomed to her first (of many, we hope) committee meeting and job descriptions of all present (and absent) given.....

Matters arising:

PR has not quite relinquished his job as fruit and veg delivery man but is working on it. He was proud to report that turnover in 'his' department has more than doubled since we took on the new supplier and there has been very little wastage. Prices of almost all produce is same or lower than previous supplier (bananas are the exception but quality is superior and there has been no wastage at all). Produce that is still edible, but getting towards 'past its best' has been labelled as 'Eat today' and donations requested in lieu of payment at till. This has been very successful, thanks to generosity of customers.

Finance (see report)

- 1.VM gave bank balances for all accounts, explaining that some credits and debits are outstanding.
- 2.With incremental annual decrease in Big Lottery grant, wages bill will be supplemented from another account as agreed. System for ensuring accurate paper trail for process was discussed.
- 3.Any deficit to PO is paid from petty cash when required.
- 4.Andrew from ECR is still not responding to VM's calls about VAT discrepancies. He will be given a little more time before we send in the heavies (MR).
- 5.Discretionary rate relief was discussed.
- 6.FCA invoice for £195 will be paid.
- 7.Direct Debit to Information Commissioner's Office (Data Protection) has gone but no paperwork received.
- 8.Pensions (see report) Ryan Oates has recommended that first step is to re-issue his report with amendment(promised by end of October), which is then reviewed by us. If happy, we can proceed.
- 9.Thanks were given to VM for giving up her only day off to do accounts.
- 10.Sage reconciliation is nearly back up to date following unavoidable delay caused by change of KO's server (thanks PR)

Staffing

Security issue involving a manager being contacted privately on Facebook through a random customer getting her full name from till was discussed. All surnames have now been deleted from public display on EPOS.

Volunteers

Rota has been filled better in last week but still some empty shifts, especially at weekends.

Retail sales and Wholesale suppliers (see report)

Wastage figures done through EPOS are not accurate as wholesale prices are not yet on system. SC has offered to do wastage and reduced sheets as before so managers will be asked to give her daily wastage reports (in a folder), instead of to VM with daily takings per work. Although not completely accurate, as much is done by 'guesstimating' wholesale prices, it will give an overall annual picture of trends and quantities of wastage. **Action:VM**

Cakeman is retiring in 2 weeks. It was agreed to let managers decide how to get supplies in future as they know best.

Christmas stock is coming in but shortage of storage space before it can be displayed after start of November has limited amount ordered in advance. RS will speak to managers about secure storage for non-perishable items off-site. **Action:RS**

Repairs and renewals

1. New log store is good but needs some fine tuning as swollen timbers has made it difficult to lock at end of day. **Action:Dynamic Duo aka RS and MR**
2. Fish freezer has had major malfunction, fortunately resulting in no loss of stock due to vigilance of JB and AJ, but is out of action. (Regret expressed that card with contact details for emergencies was not readily available in office, causing a delay in getting engineer out. This has hopefully now been rectified and apologies to MR who compiled the information some time ago.) Freezer was only purchased in July '15 and has 3 year warranty for parts and labour so quotation of £489+VAT for mending it should not be necessary, although call-out fee will still be payable. **Action:PR**
3. Second air-con unit investigations have been made by MR. Two results:
 - a) Anglia Green Team have done site visit and made recommendations
 - b) Engineer recommended by Tim Burrows has recommended ceiling unit.

Written quotations are now being awaited before a final decision is made, including installation of a self-closing door for maximum efficiency.

4. MR has investigated combination oven for café but has reached his limit of expertise in this area. NA will be asked to visit Adcock's in Watton and fact find in more depth.
5. Water filter should have been replaced on Monday
6. Second blackout blind is in hand. **Action: Dynamic Dup (again!)**
7. Nick Parravani is making device to fit plaque on bike rack in whichever plane it is and will clean and polish the discoloured patches. Thanks to Nick!
8. Gazebo strike was discussed and decision made after Hallowe'en events.

Grants and donations (see report)

VM has spoken to person from UEA about monitoring of grant stipulations and progress is being made. More details in November.

Reminder that monitoring sheets should be made available at every event in shop for grant purposes.

ARo has suggested film nights in shop to fulfil purpose of grant- this will be investigated as it is considered a good idea. Licences may be required....

IT sessions being offered by ARo again, now he has a job with regular hours and can arrange them.

Events (see report)

Hallowe'en event is being sorted by managers. A&E have offered to deliver leaflets round village advertising this. Decorations for shop will be borrowed and team of volunteers (YH,AJ, EJ RS and others) are needed to take them down at 20.30 on 31/10/16.

Volunteer party arrangements being handled by managers.

Carol Singing outside shop on Christmas Eve went down well last year and will be repeated again if managers agree. **Action:CJ**

Adnam's wine tasting evening advertising being arranged. CJ available to man till if needed....PO will close at usual time and till will be open for purchases on night, administered as before.

Publicity

'Calendar Boys' calendar sub-committee has met and come up with excellent innovative suggestions that are being pursued by KR. Many thanks to VM, MM, ARo, SB and KR for their enthusiasm and work on this!

Next N/L will include Hallowe'en activities, wine tasting, fruit and veg among usual information. Should be out shortly?

RS planning a shop Christmas card again including a montage. Hopefully it will be ready before Christmas Eve for delivery this year.....

Website and IT

SB has been very busy auditing so has not yet had time to update website this week.

Correspondence

Thank you email from the lovely Joan Dove has been circulated.

RS in communication with Andrew Purdy about prospective visitors from Thetford coming on fact-finding visit to RCS. No dates yet.

Input from floor

Thanks as always for refreshments that were again up to usual standard of excellence.

AOB for next meeting -

Gazebo dismantling date.

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 2nd November 2016 in pavilion (unless we hear to contrary!) Apologies received in advance from VM who will be celebrating her birthday and has been excused games for that evening!!

Meeting closed officially at 9.53 pm