

Minutes of Management Committee Meeting held on Wednesday 26th April 2017 at 7.30 pm at RCS (unscheduled change of venue due to double-booking of pavilion)

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

Apologies for absence: Shirley Colenutt, Malcolm Robertshaw + 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. Sage reconciliation and daily takings are up to date. Some bills are outstanding which will be paid soon. Staff wages will be paid tomorrow.
2. Pensions update -see report
3. Electricity bill for £11000+ has been received, although a direct debit goes out of account quarterly without fail! After checking meter numbers, account numbers etc, it was suggested that this could be a clerical error somewhere between various departments of Scottish Power. As there is potential risk that power supply will be cut off, with catastrophic results, Andrew Purdy will be contacted (as it was he who recommended the 'broker' via Plunketts to get best deal) to see if this is common error. Action: RS. PR will try to contact broker again and SPower if possible.
4. Verbal report from DS, who has been looking at business plan drawn up in 2013 when shop was being set up. This is clearly largely obsolete now as much of content is irrelevant now we have been trading for 3 years. DS explained what was needed for future business plan, which needs to be more succinct with key action points that should be SMART (specific, measurable, achievable, relevant and timed). These should be aimed at all audiences: managers, members and volunteers and addressed to all. It should be a working document, constantly updated. DS kindly agreed to produce a suggested skeleton format that can be worked on with relevant information fed in. It could be divided up into various sections of shop with targets for each eg F&V which started from very low point but has now been targeted and brought up to exemplary standard, thanks to PR, and has increased sales not only in that dept but also across the shop. Very many thanks to DS for all his work- it is much appreciated. He also reported back with more comparisons with a community shop in Cornwall which has no paid staff and where even the manager is a volunteer. Their main fundraiser is organising and having exclusive rights to providing all produce sold at a local festival so the feasibility of this was discussed for RCS. Another good idea, more easily implemented, is a regular newsletter for volunteers.

Staffing (see Managers' report)

Many thanks to NA and MM for re-organising rota so they were able to attend Plunkett Event held at Pavilion on 26th April. It was evidently a very successful and worthwhile event so further thanks to MT for doing local organisation of it. Thanks also to AJ for stepping in at last moment to cover in shop so that managers could attend.

Various ideas have been taken from the event.

Appraisal forms are being given to all managers tomorrow and arrangements in place for RS and JR to do appraisals within time span agreed.

Volunteers (see Managers' report)

Shifts are being filled but not without a lot of cajoling and reminders to sign up. RS will provide a notice board to be displayed in prominent position in shop for showing vacant shifts which may encourage volunteers to sign as empty spaces will be very obvious.

ID Badges to be worn on volunteer aprons will be investigated. Original clip on badges are awkward to fix on securely and can weigh down aprons as they are quite large.

Retail sales and Wholesale suppliers (see report)

Wine selection has been refreshed and new wines have been selling well so although brought in originally as Easter promotion, MM will continue stocking them.

Lottery sales are being monitored.

Repairs, maintenance and renewals

Deep clean still pending....

After further discussion about heated cabinet It was agreed to request that a manager comes to speak personally at meeting to explain fully what this entails, with figures showing projected sales, likely heat output etc. Once this has been done, it is hoped that a decision to go ahead can be made.

Gazebo has been put up, just in time to coincide with sudden drop of temperature and return of winter!

Coffee report from MR given by CJ (who, with many years of experience deciphering illegible writing, made a valiant attempt to convey the intended content of report while MR strutted his stuff on a stage somewhere west of Rocklands!) After a proposal by JR it was agreed to make a FINAL DECISION about new coffee maker at next meeting, when a manager will hopefully be present. (First, check Facebook page for ashley.sellwood.com who have information about best coffee machines (gleaned from Plunkett event!)

Grants and donations (see report)

Cycle Club will start again after Easter break on Sunday 30th at 9.40am.

Events

Wine Tasting evening arrangements for 26th May going ahead.

Easter Bunny Walk had 11 punters.

Boudicca Ride coming up again and PR is busy recruiting more for RCS team. This year, sponsorship will be to boost shop funds.

Another garage/ yard sale is in the pipeline.

Website and IT

CJ will post a thank you to White Hart for providing a wonderful spread at lunchtime for Plunkett event.

Publicity

Problem over size of advert in Blossom and Yarn booklet is being sorted by MT- if she cannot reduce to correct size, she will ask KR to help. Hopefully, spelling correction has been implemented and we now have fresh taste bread not bead from Hingham!

Correspondence

Email from SC again offering her services has been circulated to committee and managers.

Another letter from Frith solicitors has been filed in bin as irrelevant.

Alan Fisher has given dates when pavilion will be unavailable for meetings on 10th and 24th May (he was apparently unaware of tonight's clash with Cricket Club meeting!!)

Input from floor

Thanks to A&E for lovely biscuits and PR for post-meeting consumer taste session of new wine range (deemed to be very good by our expert wine-testers, although scribe did not notice much being spat out in a true wine-taster fashion!)

AOB

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 10th May 2017 in Rocklands School (unless we hear to contrary!)

Meeting closed officially at 10.15pm