

Minutes of Management Committee Meeting

held on Wednesday 1st July 2015 in RCS at 7.30 pm

Present: Natalie Albrow, John Borrill, Shirley Colenutt (from 8.45) Alan and Elaine Johnson, Cath Jones (from 7.45), Victoria McArthur, Malcolm Robertshaw, Pete Rushton, Roger Steel and Laura Thompson (from 8.45) + Tabby Cat who came and went at will!

Apologies for absence were received from Robert Gray, Jan Swaddling and Joan Woodroffe

Minutes of last meeting were read and signed as correct

Matters arising (not already covered in agenda)

Scheduled 'Deep Clean' of shop on July 5th has been cancelled as it is proving unsustainable. Another system of date checking and cleaning will need to be established.

Thanks to VM for starting to write the notes for the minutes before CJ arrived late. *(Hopefully the translation of an ECG printout that masquerades as VM's handwriting has been correctly carried out!!)*

Thanks to EJ for provision of chilled water on hottest July day ever recorded and to PR for his blueberry buns.

Special thanks to NA for turning out to a long meeting after doing a 12 hour shift today!!

Finance

JB gave the current bank balances in all accounts.

VAT has been done for 03-06/15. Thanks to JB and PR. There were some discrepancies in takings figures which are being looked into. Possible cause is use of petty cash and recording expenditure from the tin; this has now been discontinued and the takings sheet wording will be altered to make it unambiguous. Hopefully, JB and VM will be able to work out a foolproof system that is easier to use. JB will contact suppliers who do not already use BACS system for payment to change as it will avoid problems with petty cash in shop.

Back pay has been paid to managers who have not only met but also exceeded their performance targets over the year.

There was some discussion about a suggestion from JB that we plough some of profits back to customers by lowering prices of basic commodities. It was agreed in principle as being a good idea but more thought was needed into how it could be implemented. NA will liaise with JB about best way to tackle this.

BIG account MIGHT be up by next week after VM provided further information and statistics to bank, but no guarantees.

Annual stocktake needs to be done on August 31st (when JB is conveniently walking from London to Cambridge!). It was agreed to call upon a band of willing volunteers to come on Sunday 30th after closing to get counting done and establish the exact value of all stock for August 31st (our end-of-year date)—this can then be put into system at later date.

SC has found a cheaper source of de-caff tea bags for cafe.

JB explained how VAT audits work and how we can avoid necessity for visitations from taxman.

PR and JB have noticed that profits from takings, having been rising steadily over a few months, are now at a plateau. There is no obvious reason for this so it will be looked into- a possible solution is that higher cost prices are not always being taken into account when shelf prices are put on, especially on goods that are already on the system but may have cost more to buy, so profit margin is reduced.

Unusually high credit card transaction has been highlighted from Sat 27/06 .PR will try and resolve the discrepancy 'by remote control' back onto card, but in the meantime, we will try and find out who the customer was to give back the money owing. Volunteers will be reminded about following correct procedures at all times and to double check amounts on all transactions.

Membership & EIS (see report from Zeb)

No significant progress has been made on EIS problems due to PR and CJ not being available at same time to correlate their facts. Again, JB was thanked for the unseen work he did originally.

A short prospectus has been/will be produced after VM has butchered the original one. RS will find out from SS how to configure database to flag up duplicate names etc.

Volunteers and Volunteers Party

Two new volunteers have come forward - they will need close monitoring and in-depth training but with a lot of close supervision should come up to scratch!

Shifts are still proving very difficult to fill and much of managers' time is spent ringing round to find volunteers to fill vacant slots. System does not seem to be working well.

Party arrangements are underway - VM has been a very busy bee cleaning out her barns and cutting grass ready for Saturday evening. It was agreed to pay for the meat ordered from Barnards from funds/donations. Tables, chairs, tableware and tablecloths will be begged, borrowed and stolen as per last year! A and E will lend their glasses as before.

Staff - Job applications

Unfortunately the successful candidate has turned down the job offer, as she was offered a better deal by her current employer. RS offered the position to the close second candidate but has had no definitive response so it is assumed she does not want the job either. The position will be re-advertised by VM and PR, hopefully in time for start date of August 1st.

Work Experience Students

In spite of a complete lack of communication from the authorities, both students from AAN did themselves and their school proud. Decisions will be made about possible placements next year in good time.

Retail sales and Wholesale suppliers

NA has been in touch with Dairy Crest about early deliveries and is working towards a solution.

ARo and SC have worked hard at getting all alcohol onto system again and from now on, all alcohol deliveries will be added to system before being put on shelves within 72 hours of delivery. Any alcohol that does not scan should NOT be put under 'non-bar coded' on till but referred to manager.

The indomitable duo are now about to embark on tobacco products in same way. Very many thanks extended to SC and ARO for all their hard slog.

NA is producing a new protocol for use when P&H deliveries come in.

Managers have requested a door buzzer that rings at back of shop when customers come in- action RS.

Cakes from current supplier are not really working out as they are very expensive to buy and supply is difficult to gauge. MM and NA have found another supplier,(after advice from a volunteer) highly recommend-

ed, who sells individually wrapped cakes. NA produced samples and all agreed that they were very good and more reasonable. Various mental calculations were performed by CJ who was so excited at getting mental Maths right that she has now forgotten what was proved by them, but remembers it was a positive result! RS will contact existing supplier to cancel contract, when new contract has been drawn up.

CCTV link in back office is not working - NA is on the case.

Barnards have flagged up a potential problem with big chiller in hot weather, which is also being acted upon.

Various discrepancies are occurring with Lottery during end of day procedures - managers are working to correct.

NA reported that changes made to suppliers are working well.

New fruit and veg stall is not working as we had hoped as in hot weather as produce is deteriorating too quickly and being wasted. NA will speak to suppliers about changing outside stall for one much smaller just to house charcoal and wood in winter. Fruit and veg will be sold from inside, maybe with more attractive baskets etc., but from same supplier.

Donations table upgrade is in hand.

Sweet supplier is not responding to our Rottweiler's approaches but he will cave in soon, surely.

Card Connections also provide other birthday-style products on sale or return so NA will order these from them instead of Spauls in future.

NA distributed her report from retail workshop with various ideas. It was agreed to buy 5 wheeled baskets as a trial immediately.

Grants

See report from VM - no significant changes

Publicity and Events

Next newsletter progressing.

History Week July 27-31

MM has emailed some ideas about this week and is patiently (?) waiting for responses as she cannot do it all herself. RS will organise a walk (for PCF?). Unfortunately idea of using All Saints Schoolroom is not feasible.

Book group is meeting every 3rd Tuesday and currently has 3 members.

Oddballs Knitting group is still embryonic and waiting for life to slow down enough for CJ to organise - possibly more of a winter activity.

Website & IT

No further developments

Repairs, Renewals and Maintenance

Freezer chosen is no longer made in dimensions that will fit gap so back to drawing board. PR to seek out automatic defrosting model from other manufacturers.

Awnings - RG has done considerable research and is finding information about fitting to clay lump walls. An advisor is visiting shop on Friday morning.

Bike rack saga continues as, if fruit and veg. stall goes, there may be more space available on forecourt. PR has sourced different models and finally (?) one agreeable to all has been chosen, set at a jaunty angle along wall adjoining 50 The Street, taking up less footprint, and will hold 3 bikes with option to bolt on another rack at later date.

Warped back door in stockroom will be looked at by carpenter.

Correspondence

Nothing significant

Input from floor

CJ reported demise of minimum of 8 flies by 'firing squad' during evening as pistol shots resounded at an average of one per 22.5 minutes. EJ was spotted trying to catch one that got away with her bare hands but was unsuccessful as it escaped to annoy us another day!

Date and venue for next meeting was agreed for 7.30pm, 15th July 2015 (venue to be decided)

Meeting closed at 10.43pm