

Minutes of Management Committee Meeting

held on Wednesday 7th November 2018 at 7.30 pm in shop

Present: Philip Dingle (PD), Cath Jones(CJ), Gella Ladner(AL) ,Victoria McArthur(VM), Pete Rushton(PR) Dave Seaton(DS) + Michelle Barron (MiB), Alan (AJ) and Elaine Johnson(EJ)

Apologies for absence: Shirley Colenutt(SC)and Mick Ladner(ML)

Declarations of Interest: None.

Minutes of last meeting and closed meeting held on 24th October were read and signed as correct by DS .

Matters arising:

None, not covered elsewhere in agenda.

Finance (see report)

VM gave out bank balances in all accounts.

Latest tranche of BL money now received.

GL is now officially official bookkeeper and PR bill payer-in-chief. Thanks to both for time spent ensuring a smooth takeover.

VM in negotiation with KO about minor discrepancy with wages which will be rectified asap. (Action: VM, GL)

Wages bill ~£1500 higher than normal this month due to staff changes and training. NA's maternity allowance is being sorted.

Shop donations will be banked by MiB in future.

Thanks, as always, to SC for doing Daily Takings sheets and spotting discrepancies which are flagged up to VM.

Staffing

JW now fully trained and working without supervision. LS has had clearance from POL and is progressing rapidly with her training.

Volunteers (see managers' report)

Volunteer contract update to include new GDPR and reference to underage sales now complete - thanks to MiB. Copy given to DS for final check.

Training sheet in hand.

It was clarified that budget for Volunteer party does not need to be spent at Bookers but is entirely at MaB's discretion.

Camelot letter praising Joan Woodroffe for spotting under-age customer and following correct procedure was copied to be given to JW.

Retail Sales and Wholesale suppliers (see report)

Christmas stock will be put on display on November 12th with relevant publicity on Facebook, website and at shop. PR asked to bring any relevant items from off-site storage facility. It was agreed that stock could be purchased from other sources as well as usual bulk suppliers. There was some discussion about legality of VAT issues that could arise but DS and GL were confident that providing correct procedures were followed and receipts kept, there would not be a problem. MiB will use shop credit card and buy what she feels is necessary and desirable to supplement Christmas stock.

Christmas stamps now on sale.

Shire Foods appear to be having supply issues so it may not be possible to re-order stock when it has been sold.

Thanks to ML and GL for producing colourful advertising posters ...PD to speak to local contact for permanent Corex versions and will provide more A3 laminates.

It was agreed that as managers have all passed Food Hygiene test, that they only would now be responsible for heating and rotation of hot food, not volunteers.(CJ to include in next Shop Notes so all volunteers are aware.) There was much discussion about financial viability of hot food as there is considerable wastage each week. MiB will monitor the situation and report back with actual figures.

Following Budget tax rise on some products, managers are working on getting it on EPOS system so shop and customers are not compromised.

It was confirmed that, following new rules concerning bank charges, card purchases would no longer have a minimum spend. PR has successfully completed annual compliance test and negotiated new card contract, so this would stay. Card machine issues will be minimised if machine is permanently fixed to counter top and not constantly moved from under counter so this will be actioned. Volunteers will be reminded to be vigilant over contactless payments and ensure that transaction has gone through correctly before allowing customer to leave with receipt (Beep is not always sign that sale has gone through!)

Repairs, renewals and Maintenance (see report)

ECR training discussion postponed until next meeting. MiB will distribute some options that are available beforehand.

New bulbs for insectocutor have been installed (thanks PR!)

PO telephone (483217 number) line is not working properly with constant buzzing. After discussion, and testing with corded handset, it was agreed that the problem appears to be with line.

Further clarification about First Aider requirements needed as information seems ambiguous and confusing. GL and MiB to check health and Safety Executive website and report back.

Shop laptop does not have admin card - DS to speak to RH and VM will consult RS and ARo to see if they have any ideas. GI has offered a used 'clean' laptop but it needs Office installed on it...DS will investigate.

New freezer guarantee form given to PD to register.

Card machine will be fixed so it doesn't have to be constantly moved.

Photo copier contract renewal needs to be cancelled (Action:PR)

Publicity (see report)

Items for next NL passed to VM. CJ will ask for volunteers to help with distribution.

Events (see report)

Adnams wine tasting event booked for 30th November. Arrangements in hand. (Action: MiB)

Christmas Coffee Morning idea mooted and agreed, in aid of Food Bank (along lines of Macmillan morning). CJ to liaise with MiB about date and arrangements.

(Major cake interlude to celebrate VM's birthday....thanks to PR and EJ for delicious fare including magnificent gateaux!)

Website and IT

DS has met with SB, who is happy to continue to maintain website. Ideas have been agreed for updating content of Home page. Format will be adapted so website can be more easily accessed by smartphones. Some photos need updating as they are of staff and volunteers who no longer work in shop. (ML has kindly offered to do this.)

Changes in shop hours, committee and staff will be recorded.

Grants and Donations etc (see report)

Lucinda Leonard from BL met with VM, DS, PD and CJ on October 30th and was satisfied with what we are doing...only very minor issues were raised. Well done to VM for another successful submission.

Correspondence

Letter from Camelot (see volunteer section)

AOB

Next meeting:

ECR

Mission Statement

Date and venue for next meeting: 7.30pm on November 21st 2018 in shop.

Meeting closed officially at 9.31pm but discussion about phonedines continued long after!

