

Minutes of meeting held on 11th February 2015 at pavilion at 7.30pm

Present: John Borrill, Dave Howie, Alan and Elaine Johnson, Cath Jones, Victoria Mc Arthur, Pete Rushton, Roger Steel, and Joan Woodroffe.

Apologies for absence were received from Natalie Albrow, Gina Ayres, Shirley Colenutt, Dave Jones and Andrew Roebuck.

Matters arising:

None not covered by agenda

Finance

JB presented account balances, having paid outstanding bills and these were considered to be looking healthy. There is enough ring-fenced to pay wages for almost a year (but figure includes remaining grant money). Accountants have advised that we need to have enough reserve funds to operate for 3 months without income if necessary. Clarification is needed as to whether this includes stock or not. Without stock, this amounts to approx. £13k for 3 months, which is feasible, with stock it is over £50k, which is not!

(First pause as CJ noted timely appearance of money spider who was disorientated and meandered across her papers, so it was passed ceremoniously to JB for good luck. He was charged with care for the minute arachnid but sadly failed in his duty and lost it during evening. Hopefully this is not an omen! Advantage was taken of break to imbibe tea, coffee and delicious chocolate biscuits, some even with silver foil wrapping to entertain VM all evening.)

PR explained policies regarding paying of dividends to shareholders and best practice was discussed.

Sage is now completely up-to-date thanks to PR for superhuman effort. KO is very happy with progress and is ready to move on to next stage of getting Sage to help further.

(PR is now known as SuperZeb in inner circles - but has been advised to keep his underpants under his trousers as Rocklands is not yet ready for them to be displayed publicly!)

PR explained the options of reconciliation online or paper and decision will be made by business committee. Advice is to go for one or other, not try and combine both. Book-keeping costs have been eliminated by PR taking over Sage entries, but this is not really sustainable forever as even SuperZeb must need sleep at some point, so situation will be monitored closely. When new committee is formed, there may be another committee member who can take over this task.

Retail Sales etc

Unfortunately, in spite of many hours being spent by a number of volunteers during out-of hours on 01/02 (estimated over 24 man hours) counting all stock items in alcohol and to-

bacco sections and entering all data onto EPOS system, some new stock has been put out on shelves before being PLU-ed. Investigations are being done as to how this happened after specific instructions had been given NOT to do that and whether it could have been avoided. If all the work undertaken has now been negated by this action, it is extremely annoying to all who generously gave their time to help. Hopefully, the data can be entered again using invoices.

Lottery sales have dipped slightly since Christmas, but this is expected at this time of year and is in line with retail sales generally. Sales are being monitored.

'Sweetman' has been contacted but is no longer trading. However he has given JB contact details for his supplier so JB is now in negotiation with them to supply us directly. Soon we should have Rocklands' favourite tooth rotters back on the shelves again.

41 bags of Walkers Salt and Vinegar crisps were found to be out-of-date today and had to be wasted. Discussion followed about quantity of crisps on sale and number of varieties as wastage is costly and there is a limit to how many bags can be sold. EJ suggested sending back boxes from suppliers without long 'Best Before' date as turnover is comparatively small. It is hoped that when new committee is in place, one person can be responsible for assisting managers with retail and stock levels.

Walnut Tree Nursery have informed us that fresh plants will be brought in for sale on Monday 16/02. Discussion ensued about where firewood can be stored. Ideas for design of collapsible unit to SuperZeb please, which will be conveyed to his local expert chippie in Mill Lane for execution.

Cakes from Hingham Bakery are proving to be popular. Customers are being asked to comment on a sheet to find out which are favourites. Variety of flavours is appreciated.

AGM Preparation

VM asked all committee present who was willing to stand for re-election and had 5 positive replies and 1 qualified response. Remaining member was not present.

PR reminded what the rules are as set down in Model Rules, which are quite complex. There must be a minimum of 4 and maximum of 12 members. Various people have been approached in preparation for AGM and there are likely to be further nominations. However, as rules state that all committee members must be members, it could cause a problem as we have some interested who were not here during Share Issue therefore do not qualify for service. PR will look into how to address this issue.

Sample nomination papers have been distributed and amended. Again, there are many complexities to be sorted regarding nominations and voting procedures, which will be addressed by sub-committee on Friday 13th.

It was agreed unanimously (proposed by VM, seconded by PR) that we follow RS Rules in addition, in that committee members should not be married/partners and that no committee member should have a pecuniary interest in RCS (eg supplier).

Closing date for nominations is Wednesday 18/02 and notice saying papers are available from shop or RS will be displayed in shop. Meeting will take place that evening to sort it out and decide on voting methods if necessary.

Grants (see report from VM)

Basically as in report. Thanks to VM for getting application in on time and for completing magnificent PCF report, including case studies and quotes from customers.

Volunteers (see report)

New volunteers are now up and running and seem keen. One is even contemplating doing PO training.

Thanks were given to stalwarts who work tirelessly and uncomplainingly in shop, filling in gaps frequently and standing in for emergencies. As VM wrote in PCF report the volunteers are the life blood of the shop.

RS also mentioned EJ who also works tirelessly in shop offering much valued advice and alerts to potential problems as well as mentoring PO staff.

Publicity (see report)

Newsletters have been delivered to all villagers and thanks extended to those who delivered, including Barbara Scase. Invitations to AGM and agenda have been given to all shareholders/members. Newsletters are also being given to all customers who have not received one already.

Website and IT

NA asked for extra monitor to be installed in back office for CCTV camera display as an extra security measure. this was agreed - action:RS but all will enquire around to see if anyone has spare monitor looking for new home!

Alternative cover for EPOS system is being looked at by ARo - update on progress will be sought.

Staff and Training

RS will find out from John Dallimore how to get 3 day training sessions for volunteers who would like it.

EJ is undertaking further training with managers to avoid further mistakes in procedure. This is being monitored and checked weekly.

Repairs, maintenance and renewals

Transport for getting two chillers from Bunnings has been offered by All Bainbridge - PR to liaise times.

Insurance renewal has been received and is reasonable so go-ahead given to renew automatically.

Account has been set up at Ridgeon's up to £1k

Outside light cowl. Duncan Good has been approached and will make asap

New light sensor has still not been received - Alan will liaise to arrange best position for it with electrician and Duncan.

Outside light timings will be adjusted by A and E as necessary until auto sensor is fitted.

A and E will put up trellis on adjoining wall, covered with something attractive that grows quickly.

Correspondence

National Federation of Sub-Postmasters has received our application and it is being processed.

Various questionnaires online have not been completed due to gagging order by POL.

JB has ignored questionnaire from Zen as he did not have necessary information to hand.

Input from floor

JB requested shorter agenda so meetings are less lengthy. It was agreed that this could only realistically be achieved by more bullet-point reports being circulated in good time before meetings so that all have opportunity to read and understand content, enabling less time on discussion at meeting.

AOB

Many thanks to Johnsons for providing refreshments, and to JW and EJ for making drinks. All are much appreciated.

Next full meeting arranged for 25th February 2015 in Pavilion. Sub-committees on 13/02 and 18/02

Meeting closed at 9.58 pm