

Minutes of Management Committee Meeting held on Wednesday 12th April 2017 at 7.30 pm at Mill House

Present: Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Malcolm Robertshaw, John Rose, Roger Steel and Mary Trinder + Joan Woodroffe

Apologies for absence: Shirley Colenutt, Pete Rushton and David Seaton

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, and all bills paid.
2. Pensions update -see report
3. P60s received by VM and will be passed to managers
4. Cheque sent to Blossom and Yarn for advertising in their brochure.
5. VM has looked at alternative accounts but decision still waiting to be made until she has heard from Co-Op Bank and got their opinion.
6. Wastage and transfer information from EPOS - NA has received advice from ECR regarding this but it is not an easy procedure. SC could complete spreadsheets manually as before but we will wait to see if EPOS can do it more quickly before giving more work to SC.
7. 'Comma separated values' are needed from EPOS for new business plan. DS will be asked to liaise directly with ECR Andrew in order to extract this vital information from EPOS.
8. Sub- committee (RS, MR, VM and PR) agreed to discuss details of relieving VM from treasurer duties, which will meet asap.

Staffing (see Managers' report)

Appraisals after Easter with all paid staff and RS and JR.

JR has agreed to liaise with managers about committee decisions. Best ways of doing this were discussed as it is difficult with 4 managers and it could end up like Chinese Whispers and wrong information being received/perceived. It was agreed that if one manager could be present at committee meetings at least once a month, this would be best solution. Managers will be asked if this could be fed into crossover time. Alternatively, we would have to find other ways of funding this.

Volunteers (see Managers' report)

1. Volunteer rota has been filled better since a general 'call to arms' from various sources.

Counter Culture workshop organised by Plunketts will be held in pavilion on April 26th from 10.30-3.00. Many thanks to MT for working on this and sorting all finer details. MT and RS will attend and, it is hoped that a manager will also be able to be there for at least part of the time, as it in-

volves how volunteers are recruited and used efficiently, which is the responsibility of the managers.

Several new younger volunteers have come forward but they will obviously not be available for shifts during school hours.

Retail sales and Wholesale suppliers (see report)

Wine selection has been refreshed, but old favourites have been kept. Too soon yet to see how they are selling.

Ice creams have been replenished, taking advantage of special offer. Thanks to managers.

Easter sales have been good.

Charcoal is back on sale with plans for disposable barbecues soon.

Lottery sales are consistent.

There has been a noticeable rise in sales and turnover since CJ has been incapacitated and unable to volunteer- is this significant? Or simply that she now cannot get round other shops and is buying almost everything at shop? (Shows it can be done....!) Better weather and wonderful supply of fruit and veg. have had positive effect!

It was agreed, after suggestion from MT, that after daffodils are out-of-season, flowers supplied by P&H are trialled to see how they go.

Repairs, maintenance and renewals

Deep clean pending....

Hand soap dispensers have been installed by RS.

Broken blind being investigated by RS.

Lightbulb in drinks chiller did not need replacing - machine had been switched off!!!.

Misunderstanding about heated cabinet serving hot food was as result of wrong nomenclature and the saga will hopefully soon be resolved, before MR completely loses the will to live!!

All managers will be asked to complete the Food Hygiene certificate online. (Recommended time for validity of CJ and SB's certificates has now expired and PR is only one with current certification.)JR to find details of links and pass them on.

Gazebo will be erected at 8am on Good Friday (selected team chosen for their muscles and erection abilities!)

Easter opening times on poster to be checked and amended if necessary.

Grants and donations (see report)

UEA team have now responded with their time recommendations

Cycle Club is going well with ride organised every other Sunday at 9.45. Some riders completed 25 miles on last excursion. Probably none on Easter Day as shop closed and many families tied up.

Events

Next Wine Tasting evening arranged for 26th May.

Plunkett meeting on 26th April arrangements are going well - thanks to MT for organising this.

Easter Bunny Walk being set up by RS (anybody wishing to help welcome.)

Website and IT

Website is updated regularly thanks to Simon Best. SB has indicated that it will need a re-vamp soon, when he will look at smart phone and other mobile compatibility! (CJ proudly announced that she has discovered she can access it on her phone....maybe she should give herself a smiley 'I can' sticker?)

Publicity

MT has enquired about getting newsletters printed professionally but this was found to be prohibitively expensive. It was therefore agreed to look into the purchase of a fast-churning colour laser jet printer to be kept at PR's house. Action:MT

Advertising in other village publications will be looked at in more detail. Some are too expensive to be worth while but others e.g. Gt Hockham newsletter, would be more cost-effective. Also magazine covering Wayland villages, which have no shop of their own.

There was some discussion about advertising our PO facilities in Hingham now that there is no longer a PO there (this is to be verified as it is only 'hearsay'). Watton too has a temporary PO but it was felt that advertising there might be encroaching on poaching custom from existing businesses.

'A' board to go at Magpie Lane/ Brayes Lane junction is being sorted through an interlink between MR and MT following info from RS.

Correspondence

None not dealt with already.

Input from floor

Thanks to VM for hospitality and focaccia bread and banana loaf (complete with too much ginger for a 5 year old's taste but was enjoyed by all who sampled it at meeting!)

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 26th April 2017 in pavilion (unless we hear to contrary!)

Meeting closed officially at 9.56pm