

## Minutes of Management Committee Meeting

Wednesday 13th January 2016 at 7.30 pm, Pavilion.

Present: John Borrill, Alan and Elaine Johnson, Victoria McArthur, Malcolm Robertshaw, Shirley Colenutt, Roger Steel and Jan Swaddling

Apologies for absence: Pete Rushton, Cath Jones and Joan Woodroffe

Declarations of Interest: None, apart from JB who did not vote on one section (see below).

Minutes of last meeting :were read and signed as correct

Matters arising: none.

## Finance

(i)JB gave latest balances in all accounts.

(ii)JB detailed the cost of the Festive volunteer party, it came in under budget, including the gifts of the bags (bag had all received good comments). Again many thanks to the staff for organising this.

(iii) Cost of the December incident in the shop was £56.12 ex VAT, as stock had to be disposed of and this will be written off.

## Membership

The back page the Open Membership form needs refining, VM to get a draft out. Ideally this would happen by the 24/01/16 to allow potential committee members to take out a membership share in order to be nominated to the committee.

## AMM

This was discussed at length and paperwork that RS sent out perused. It was decided that although summery accounts were a nice thought, for February wintery accounts might be more appropriate.

The Village Hall has been booked for the 19<sup>th</sup> Feb (from 6pm), AMM will start at 7pm. Posters will go up shortly (once CJ has had time to cast a keen eye over them), all members will receive an agenda, hopefully the summary accounts (if the meeting of the business committee with Lovewell Blake goes smoothly and they can be produced in time). These should be delivered around the weekend of the 23/24<sup>th</sup>, thank you to AJ and EJ for offering to help. All help welcomed.

## Nominations

There was discussion of the nominations and elections at the AMM. The three members elected for the year were asked if they would like to stand again, very sadly JS said she would not, and many thanks were expressed for her professionalism, critical friendship and support. RS and MR will stand again.

Ideas for other potential committee members were voiced, and these people will be approached. Nomination forms will be available in the shop, and promoted in the newsletter and in the letter to all shareholders. Nominees must hold a membership share, hence the need to get the Open Membership offer out to allow new members of the community to purchase a membership share, be nominated if they wish and vote at the AMM.

There was some discussion of succession planning for the committee, the need to bring in new 'blood' and allow the committee to develop and evolve. It was felt we have stagnated a little, and should allow the managers to manage, and focus more on the sustainability of the shop long term. SC offered to look at 5-year plan, VM to send her the latest version.

### Staff-Pensions

RCSL is going with the Peoples Pension (as of the options it was felt to be the best and transferable) and using the consultant Andy Stowers of SGWM, as he seems very competent and thorough. It was decided that this was a necessary expense as the shop must be professional and neutral, but move forward on getting pensions set up. The consultant will take us through the whole process and interact with the staff. This was voted on and unanimously passed (JB abstained, as there was a conflict of interest). JB to contact Andy Stowers to tell him to proceed.

### Volunteers

See report.

Volunteer refresher to be organized promptly, will be held in the Village Hall on a Sunday afternoon. Date to be decided. JB will sort aggression training, JS present on customer service and theft, videos of manual handling will be shown. Decided a set of short presentations, followed by question/answer session was the best format.

### Retail sales and Wholesale suppliers

Palmer and Harvey are causing some problems right now because they have changed how the shop orders and the prices for deliveries. It was decided that NA is the person best to deal with this, whether it is by contacting other wholesalers (Bookers, Spar etc) to see if they can offer the free delivery, products and prices we need, or negotiation with P&H. JS to relay info to NA.

JS talked of the Convenience Show at the NEC April 20-22, which might be worth attending to see a variety of suppliers.

Discussion of e-cigarettes, as many have been coming into ask for them since the new year. A unanimous vote decided to stock e-cigarettes and refills, but only basic unflavoured variety, as flavoured types and Vapes, were viewed as glamourising smoking and attempting to open a new market.

### Repairs, renewals and maintenance.

Discussion on the forecourt and the drawing layout produced by RS as a result of the last meeting (many thanks RS). RS will attempt to convert the existing fruit and veg stand into something that suits all the shop needs, including a shelf for donations, a further shelf, and room for wood, coal

(and papers?). Action needs to be taken on buying the bike rack promptly (PR?), it should be heavy, but moveable.

RS will also put shelves up in the café this weekend..

### Grants and donations

See report

### Publicity

MR has prices on the cards from Barkers, and VM will chase/find the leaflet.

Many thanks to SC for getting the February news out. Newsletter is also nearly complete and will go out with the AMM information.

### Events: AMM

Website & IT: Nothing to report presently.

### Correspondence

RS had letter about the Big Switch on 2<sup>nd</sup> Feb, MR will investigate whether this is worthwhile.

RS has email from the Parish Council asking if the shop can be used as a drop off point for the Neighbourhood Plan responses; all were happy with this, it is an important community issue, and also happy to allow them to 'piggy-back' on newsletter deliveries.

### Input from floor

Thanks to A&E who provided sustaining biscuits and hot drinks and waitressed.

AOB: None

Date and venue for next meeting 7.30pm 27<sup>th</sup> January 2016

Meeting closed officially around (I did not look-sorry) 9.46 pm