

**Minutes of Management Committee Meeting** held on Wednesday 13th July 2016 at 7.30 pm at 78 The Street. (Meeting scheduled for 29/06/16 had been cancelled due to insufficient numbers being available to attend.)

**Present:** Cath Jones, Victoria McArthur, Malcolm Robertshaw, Pete Rushton and Roger Steel + various spiders who had been woken in CJ's conservatory by frantic (but only partially successful) cleaning session immediately prior to meeting!!

**Apologies for absence:** Mary Trinder, Shirley Colenutt, Alan and Elaine Johnson and Joan Woodroffe

**Declarations of Interest:** None

**Minutes of last meeting** were read and signed as correct by RS

**Matters arising:**

PR gave report on accident that had occurred to a volunteer covering last shift recently when the EDP sign had fallen and injured volunteer's foot, causing a cut and broken toe. Professional help was given at the time and hospital treatment followed. As a result of the accident, new closing procedures have been put into place so that there can be no recurrence. CJ will take flowers and a letter to the volunteer from the committee, wishing her a complete and swift recovery. We are awaiting a new, lighter sign from Archant.

New phones and security cameras have been installed. Thanks to ARo for fitting security system which was not an easy task.

**Finance**

VM gave out and explained all bank balances. Sage is reconciled up to date and bills have been paid. VM was given authority to move money between accounts as she thinks fit.

VAT quarter payment has been sorted, thanks to KO and PR. RS explained the complicated VAT system to those unfamiliar with its complexities.

EPOS system update is continuing and managers feel that it is an improvement although there is still some way to go.

Pensions. VM has not heard any more from Ryan Oates.

VM reminded us that we really need to enrol more committee members to share the financial workload as she cannot do as much when she begins her new full-time training course in September. Ideas of potential people were discussed and names will be brought to next meeting. It was emphasised that PR, Superhero that he is, CANNOT take on more!

**Staffing and wages**

NA has been spoken to by RS and told that she is being made senior manager as she is full-time employee and therefore has greatest oversight of what is going on.

A spreadsheet was distributed with projected wage bills, which was discussed in depth and at length.

KO will be reminded that JB's agreed pay increase following 6 month probation period should be backdated to April.

Accountants have asked about staff time sheets - VM will check them with JSw so that we can comply with due diligence requirements.

### Retail sales and Wholesale suppliers

(i) NA had given report prepared for meeting that was cancelled and outstanding items were discussed. Managers have requested a Volunteer summer party and this was agreed in principle. It was suggested that this could be a low key 'drinks and nibbles' type occasion, rather than a full party, possibly held at shop after closing? But if managers want to see if Pavilion is available, and there is a suitable date, then that is fine! RS has some wine that could be used. Over to managers!!

Request about Acorn Stairlifts advert was approved (CJ may need one soonest as she is oldest committee member with stairs!!)

(ii) PR had covered PO during Managers' meeting on July 11th as promised, although it had not started promptly at the stated time.

(iii) VM has done a survey of retail sales from Jan - June 2016 compared with same period last year and there is a huge shortfall this year - an average of about £2k per month less in shop takings. This will have serious consequences if we do not find out the cause and rectify the problem quickly. Lottery figures are slightly down but not significantly. (NA has flagged up an imminent rise in cost of Euro-millions tickets that could potentially mean a drop in sales.) Although PO figures are up, this is not enough to counteract the drop in sales (indeed, more PO customers means more footfall in shop so sales should theoretically go up!) VM will make a simple spreadsheet of figures for RS to discuss problem with managers and a solution will be sought. Hopefully it will be a temporary blip and turnover will rise again shortly. Possible causes were discussed but there was no one immediate obvious cause for the drop.

### (iv) Volunteers

CJ has received 36 responses to volunteer survey out of 56 that were given out and has had verbal replies from some who have lost their forms! Only 3 have said that they no longer wish to be on shop volunteer list (all genuine reasons!) so this is positive! Others are being followed up - any who do not respond to reminder will be crossed off list if they have not volunteered for some time.

A small number have questioned the need for 30 minutes crossover between shifts, so it needs to be made clear that this is for time for managers to have a break when necessary, ensuring that there are 2 people on duty. If there are sufficient numbers of staff in shop,

then there is no necessity for two volunteers to be on duty at same time and one can go home. CJ will make a synopsis of the findings, with updated contact details and pass it to NA.

### Repairs, renewals and maintenance.

(i) New crockery has eventually arrived after a couple of hiccups (which resulted positively for us!) and is in use. Most comments have been positive...

(ii) MR has discussed layout of forecourt with most of managers and has come up with an idea for a new layout that will be trialled so that bike rack is in most convenient place. Managers agree that both wooden units are necessary and cannot be removed unless alternative storage is provided.

### Grants and donations/Events

Adnams wine tasting event took place on July 8th at shop at 7.30. Many thanks to PR and AJ for manning till and working with Adnams reps on evening, as managers were unable to attend. Although it was not as well attended as first event last October, (possibly due to clashes with other events going on this weekend) it was successful.

Following great success of last event, Chris Sharpe has agreed to run another Nature Walk on July 22nd at 7pm on Goose Common. PR will make leaflet to be given out asap and it will be publicised on Facebook etc. Aggie Ramm has kindly agreed to allow parking in her yard for all who go.

### Publicity

MT produced a newsletter which was printed by PR and distributed in Rocklands, Caston and Stow Bedon. Thanks to all concerned.

KR has been thanked for her artwork and help. VM will contact her about new advert in Rocklander which appears to be missing phone number of shop and something seems to have gone wrong with printing as writing was hard to read.

### Correspondence

Nothing significant

### Input from floor

None, apart from thanks to those who provided welcome refreshments during evening, including MR's 9 year old friend who had rejected a delicious chocolate cake so MR brought it to share! Every cloud.....

### AOB for next meeting - ideas for committee co-options

Date and venue for next meeting at 7.30pm on 27th July 2016 in pavilion.

Meeting closed officially at 10.29 pm but 'party' continued for another hour!