

Minutes of Management Committee Meeting held on Wednesday 15th February 2017 at 7.30 pm at pavilion

Present: Alan and Elaine Johnson, Cath Jones, Victoria McArthur, Pete Rushton and Roger Steel

Apologies for absence: Shirley Colenutt, Malcolm Robertshaw, Mary Trinder and Joan Woodroffe

Declarations of Interest: None

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

Matters arising:

Nothing not covered elsewhere

Finance (see report)

1. Bank balances were given for all accounts and include latest tranche from BL. Sage reconciliation and daily takings are up to date, and all bills paid.
2. Invoice for Lovewell Blake was agreed and will be paid (£2430 in total)
 - Corporation Tax bill (due on 31.05.17 and much higher than last year) has been checked by Stef and is correct as it is due to grant monies paid in advance which are taxable.
3. SC has sorted VAT on accounts held with shop e.g. school, Village Hall, Playing Field - many thanks.
4. Financial forecast is being prepared by VM and will be ready in time - thanks to VM and PR. It is pleasing to see an upward trend....
5. NA is going to get wastage and transfer information from EPOS and pass to VM

(Discussion about merits of purple curly kale which has sold well ensued and we look to see the health of Rocklands improving as a result!)

Staffing (see managers' report)

All items on managers' report were discussed. RS will arrange suitable date with NA to give presentation on NEBOSH.

Volunteers (see report)

Volunteer training is ongoing and progressing well according to report.

With half term and some regular volunteers being unwell, there has been a problem filling some shifts this week.

Retail sales and Wholesale suppliers (see report)

Lottery sales appear to be back on track again.

Repairs, maintenance and renewals

New industrial mop has been bought and RS has organised storage in janitorial area - many thanks.

Grants and donations (see report)

BL 'partner' has reported that we are compliant - well done to VM for getting interim submission in on time as well as doing exams!

(Discussion about RS' daytime TV viewing involving pathological anthropologists that appeared relevant at time....)

Events

Colouring competition for half term has been arranged for half term

AMM Preparation

Thanks to A&E for delivering AMM reminders to all villagers. RS has also targeted/reminded those who have given us email addresses so that we get maximum support. Preparation and discussion included:

- run through of Chair's report with visual effects and amendments made as necessary
- run through and analysis of Treasurer's report and admiration of PP presentation, including stripey visuals
- run through of Company Secretary's report and procedural etiquette. CJ to search for voting cards for shareholders.
- succession planning - following a concerted effort, one person has agreed to stand for committee and his credentials were given out- all delighted. Others who have been approached have said 'Not this year, but maybe next' so some hope. RS and VM have agreed to stay on committee for another year, thank goodness.
- RS will duplicate copies of summary accounts and minutes for 2016 meeting
- CJ will provide register of attendees and voting ID cards (when she has found where they have been tidied away!) and will get Village Hall ready on Friday in good time.

Website and IT

All running smoothly thanks to Simon Best

Correspondence

RS has forwarded invitation from Attleborough and Snetterton Business Forum to attend a working breakfast on 22/02/17 at Snetterton. Nobody is able to attend.

CJ reported on AMM replies so far - 20 apologies so far so all will make efforts to personally approach shareholders encouraging them to attend AMM if at all possible, so that we are quorate. Failure to reach a quorum (22 shareholders) would effectively be catastrophic as, if accounts cannot be approved, FCA would take drastic measures.

RS has received email from BBC Business "My Shop" expressing an interest in using us in future for a programme. Watch this space - could RS be the next George Clooney?

Input from floor

Thanks for refreshments to EJ and PR - main course and dessert tonight!

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 1st March 2017 in pavilion (unless we hear to contrary!)

Meeting closed officially at 11.20 pm (pew!!!)