

## Minutes of Management Committee Meeting

Wednesday 16<sup>th</sup> August 2017

Present: Roger Steel, David Seaton, John Rose, Victoria McArthur, Pete Rushton (arrived 830pm).

Apologies: Mary Trinder, Malcom Robertshaw, Cath Jones, Alan and Elaine Johnson, Shirley Colenutt, Joan Woodroffe.

- Minutes of last meeting approved and signed.
- No matters arising and declarations of interest made.
- Financial: see accounts report for most.

Bank balances given-.

Vote on 3% payrise back dated to April; unanimously approved.

A long a detailed account of stock take due to happen by 31<sup>st</sup> August (with a break for cake to celebrate RS's birthday). Lovewell Blake will be in on the day after we declare our stock, and they will do a spot check the accuracy of the stock take. If we are out, we will have to close the shop and recount. It is proposed that the managers have until Thursday 24<sup>th</sup> to get through as many items on the EPOS stock print out as possible, particularly looking at those that are showing negative figures (but not those such as bread which are never entered). These can be entered at the end of day accurately (if the figures show 24 items, then 23 counted, a minus 1 noted, and any items sold before the back office is updated can be taken into account).

Managers can also highlight those things that do not have an EPOS code such as Bobbys and Bunnings, as these will need to be counted at the close of play on the 31<sup>st</sup>. JR is to convey this information.

- Staff – manager's report .
- Volunteers – see report. Agree with the first suggested change to the volunteer shifts; losing the crossover time is a wise move. A suggested alternative (removing the longer first and last shift) was also mooted for the managers to think about: 7-9:30; 9:30-12.; 12-14, 14-16:30; 16:30-19. It was agreed that whole hours are simpler to remember, the only concern was that this allows only two shifts for mums of school age kids (not that we have that many volunteering). The second option was not a good idea, despite being shorter shifts it will produce a nother six shifts a week to fill.

Wrt volunteer newsletter information should got to MT to pass on.

Unanimously agreed not to change the opening hours on Saturday.

- Retail sales and Wholesales suppliers: excellent news about the flowers, bravo, and wise to stock for feasts and festivals.

Re the café space, RS to liase with person who had approached the shop to set up as a business, and see if she would be happy to volunteer and work with the managers to revamp the café area.. It was felt that the café space is a very valuable resource and has much potential. We are very keen that the managers take on and develop the potential of it as much as possible. There is much area for displays and shelving to sell stock.

Re paracetamol saga. Hopefully everyone is now aware from SS's emails that there are NO restrictions on selling paracetamol to anyone, and up to 100 tablets can be sold in a single purchase. Many shops take the stance of selling only two packets and this is the policy we have adopted. However common sense should be used. In the light of this it was suggested that there is a very visible and clear sign on the till (or near) for volunteers (especially the younger ones to see), saying:

“ A memo reminding everyone that it is the RCSL policy to sell only two packets of any over the counter medication.

Under 18s **cannot** sell any alcohol and under 16s **cannot** sell any lottery. Always think 25.

And if you feel in any way unhappy about a transaction it is your prerogative **not** to sell the product, not the customers right to buy and you will be supported by the staff and committee.”

- Repairs renewals and maintenance: RS has ordered lightbulbs for the chiller. RS to investigate new LED fluorescent strip lighting as recommended by Coldlink. I think we agreed the handrail for the toilet was a good idea (or were we sidetracked by those who did not know there was a loo?). Have we ordered the colour laser printer MT?

RS to sort out who will be responsible keyholder to King Security.

- Grants & Donations – see report.
- Publicity: suggestion from the report to go to MT. New newsletter to come out soon.
- Events: only Macmillan Big Coffee Morning booked so far.
- Website & IT - Twitter – Facebook-some tweeting on the Triumph in the carpark.
- Correspondence-café and from Plunkett re youth working
- Input from floor-no floor present.
- AOB to be on agenda and discussed at next meeting-none.
- Unless urgent matters arise the next meeting will be Wednesday 7.30pm 30<sup>th</sup> July 2017 at Rocklands Playing fields Pavilion unless we are advised to the contrary.

Apologies for the humourless minutes, but 39 flies did meet their end. Meeting closed 22:36.