**Notes from Grampound Village Steering Committee at**

**Margie Lundie’s House**

**Meeting held: Tuesday, 2nd September 2014**

1. **Present:** Margie Lundie (ML), Peter Wootton (PW), Helen Bunt (HB), Annette Egerton (AE), Richard Kitson (RK), Martin Mills (MM), Susan Mills (SM), Richard Pryor (RP), and Tommy Tank (TT).

1. **Apologies:** Rachel Davies (RD), Catherine Evans (CE), Philip Freer (PF), Fiona Jones (FJ) and Alison Ryves (AR).
2. **New Members:** ML welcomed Martin and Susan Mills as new members of the committee and said they bring different skills and expertise to complement the other members.

**4.** **Approval of notes from previous meeting:** The notes were approved to be a true and accurate record.

**5.** **Visit from David Fisher of Plunkett Foundation:** AE gave a summary of his meeting. DF advised on pricing policy and said it important for goods with a small profit to be sold as soon as possible. He discussed the value of having an EPoS till and bar coding; said PW was on the right track with CRB checks. He told us the importance of stock security and said it was essential that deliveries were thoroughly checked to ensure they were correct. DF said we needed to provide office space for the manager with filing cabinets for manuals, ordering books etc. HB asked about safes and DF agreed with what she was proposing. ML informed him that we would be taking card payments and that we wanted to offer cash back in the absence of a cash machine. She said that we were also considering a click and collect parcel system. He discussed with MM card readers and Sage accounting with SM. DF gave advice on volunteers and said name badges were friendlier when using people’s first names only and that we needed a volunteer handbook and a store area for coats and handbags. He said there was software to organise volunteer rotas and that it was important to have back up volunteers able to step in should there be an emergency. He thought we should ensure the Tourist Board knew of our existence and also that we should leaflet local holiday sites as well as getting articles in Cornish Life magazine. He discussed stocking the shop and said it important that it was fully stocked from day one and has since sent an electronic book on shop layouts etc. which has been circulated. DF visited the two portacabins and praised highly the efforts of the committee, volunteers and the community for their fantastic efforts.

**6.** **Finance:** PW said there is £13349 in the bank account and the first tranche from PFC of £13800 is expected on 9th September. Receipts are coming in so that he can access the Airvolution fund. There is still £3000 available from the Parish Council and he asked that the Finance Committee convene on Monday 8th September 7 pm at Margie’s. SM reminded members to always ask for VAT receipts when making purchases.

**7. Manager’s post:** ML she had received two written applications and a third was likely. ML and PW had spoken on local Hub Radio and the final day for applications is 12th September. It was decided to have an interview panel of ML, PW and TT although it would be desirable to have an informal meeting of candidates with other committee members as well. RP has advised on interview techniques.

**8. Manager’s Deputies:** ML and AE proposed that when the store is open a few committee members take on the role of deputy manager to enable decisions can be made when the manager is off duty. The same would apply to the coffee shop. ML, AE, HB, TT and AR to consider this role until the new year when volunteers will be more confident.

**9.** **Timetable and action on fitting out store and coffee shop:** HB said a meeting on Monday with the Environmental Health Officer had been very useful and in view of advice given it was decided not to use the toilet in the coffee shop because of its close proximity to food preparation. By boarding it off the sink could still be used for hand washing leaving the other sink for dishes etc. We are close to the public toilet which the customers and volunteers will need to use. The EHO also advised on the store and gave information on Health and Safety.

 HB is working on a timetable of work, the paint for the portacabins was agreed and HB and TT have made a plan of action for the painting. HB advised that we were very fortunate that the groundwork had been carried out free of charge to enable us to purchase the coffee machine. It was agreed to go ahead with the bean to cup coffee machine.

 Decking: Irving Bunt will lead on installation of decking to RK’s specifications. Even with using good quality wood this will save thousands of pounds and HB, IB and RK were thanked by the committee.

 HB to seek advice on fire protection from a local company.

**10.Electronic Equipment:** DF has convinced us that we needed an EPoS system (till) and MM had obtained two quotes for different brands to include till, scanner and receipt printer. A discussion took place over what is required in the coffee shop and whether a separate card reader was necessary. ML said her preference was one card reader for now.

**11. Barbeque:** All agreed that the barbeque was a huge success, raising £869.50 profit and ML said it brought new people together and was a good mix of generations. The committee was very grateful to Susan and Jeff Ashwell and it was decided to acknowledge their generosity with a gift.

**12. AOB:** ML reminded the committee that FJ was bringing a friend to advise on shop layout etc at 5.45 pm on Monday 8th September.

ML has asked CE to reactivate our Facebook page as she is the account manager.

AE asked PW to see if St Tudy could furnish us with a full list of items stocked in their shop when he emails the chairman.

AE asked ML and PW to apply for a Smith News account for newspapers in her absence which they agreed.

 ML also reminded members about the carnival float on Saturday which RD, TD, SC and MJ were organising.

**13. Date of next meeting:** Wednesday, 17th September at Margie’s House.

Notes taken by Annette Egerton