

The Kingsbury Community Enterprise Ltd (KCEL)

Management Committee Meeting

7:15pm. Tuesday September 8th in KE

Present: Joanna Hancock (JH) Chair , Phil Parratt (PP) Secretary, Angie Clay (AC) Treasurer

Apologies: Carrie Hartley (CH), Heather Pearce (HP)

Minutes: Philip Parratt (PP)

1	Minutes and matters arising The minutes of the meeting held 11/8 were approved and will be posted online. Angus left us with a well attended do held at the shop, there was a photo and appreciation in the Parrett Talk.
2	<u>Treasurer's Report</u> Our Treasurer spoke to a report from Xero. Balances down on the month. HSBC £25,125 NatWest £44,353 Plan figures have been adjusted for Angus leaving, the work of Ollie and Ella, the new young person Dylan, and the new appointment. Sales are £8,000 down on last year and plan. Forecast loss for the year now at £781 a small improvement. The Martock News account is agreed (all but £17.49). Shop margin has fallen which requires some investigation. This is not easy as comparing supplier invoices to sales to give a true margin has issues, PP will report from meta base for the Treasurer sales for Longmans and Royal for July and August which as goods are fresh can be better compared to invoiced value for the period. It is not easy to understand the fall in sales year on year, the closure at 5 vs 6 is potentially a cause but sales were already lower before the change. PP will assist the Treasurer with the FCA filing.

3	Recruitment The Shift Leader role has been advertised at the shop, locally and on Indeed, and closed with a short list of five for interview next week. JH and HP will work on interview questions ahead. The aim is for start beginning October.
4	AMM preparations Letters were sent to members with no email addresses. A number of responses, four of deaths, five of resignations, and one returned not at address (so a lost contact). There are now 248 members. About 50 with no email and a dozen or so with a non functional email. Email invitations have been sent (as well as a notice in the shop and on social media). Some apologies have been received. Emailing was made more difficult by unexpected sending restrictions imposed by gmail. Some emails bounced and there is some follow up for the Secretary on correspondence received. A projector is available for AMM presentation. JH and AC will work on the content.
5	Shop and Café We thank HP for her work in organising café cover and working through the recent staff absence through sickness. Volunteers at the till report issues with tickets arriving at the till from the café inconsistent or when “specials” without prices. Shift managers will be advised not to place Christmas orders. We discussed Christmas opening this year and agreed. Christmas Eve (Thursday) close 12 Christmas Day (Friday) closed Boxing Day (Saturday) closed Sunday closed Bank Holiday Monday closed New Year’s Eve (Thursday) close 12 New Year’s Day (Friday) closed Saturday normal hours Cough medicines are going out of date because Bookers supply in over large numbers in a box, we agreed to buy instead from a supermarket in low numbers. Shop keys are needed for JH and for the security response firm with a spare set in the key safe. For this JH will obtain one new set – which may cost £170 (but will try Timpsons for cheaper options).

6	Refurb Nigel has mended two broken chairs. Ideas have been received for bringing the veg display inside (where the cards are). The cards might be displaced to hanging shelf displays on the new gondola units
7	AOB
8	Next Meeting – Tuesday 13 th October