

## Minutes of Committee Meeting 20<sup>th</sup> November 2024 @ 4.00 p.m.

Present: Ms Naylor, Mrs Long, Mrs Harrison, Mr Wickham

In attendance: Manager; Mrs Hodgson,

- **Apologies:** Mr Smith
- **Declaration of Interest** – nothing pertaining to this meeting
- **Matters arising from previous meeting**
  - Suggestion Box - None
  - Actions - None
  - New members – None
  - Applications for committee – None, but one expression of interest.
  - Managers Report - Hot water tap in the store room is still leaking. Visit from Ryedale Cash Registers to advise on programming till for bar codes. Till is now updated with software upload and firewall added. Over New Year the barcodes will be populated. We have a £100 donation towards a scanner. New contracts will be completed next week. Winter hours have started, 85 hours per week. We have saved £20,000 in staff costs. Will ask for volunteers to cover a few hours on winter Sundays, preferably with till experience. Footfall from bridge closure was 17% but is improving slightly. The bread, veg baskets are popular and Grandma Wild cakes. We intend to hold a Christmas bingo raffle and are still considering a 100 club with cash prizes. Hanging the Christmas lights was discussed and serving chocolate baileys/ soups. **ACTION AL.** The new wines are selling well.

- Finance Report – Sales fell in October but we are keeping our head above water. Local orders have increased footfall. The draft accounts will be discussed with the accountants next Tuesday. We have a cash flow forecast for 2025. Our bookkeeper will retire at our next meeting.
- Marketing Report – Recent posts have focussed on papers, drinks etc. A newsletter was discussed. The audience is still 51.8% local with 323 daily visits. New stock will be highlighted as well as click and collect via [orders@grosmontcoop.co.uk](mailto:orders@grosmontcoop.co.uk). **ACTION MH**
- Treasurers update – The three donation boxes have been emptied and raised around £75. The new CCTV system should be installed by Christmas, subject to funding. Various grant applications are in. One garden lease has been revised and one premises lease has been reviewed from 1<sup>st</sup> January 2025.
- Premises report - Not discussed other than repairs to bookshop windows.
- Review of new rulebook – Pages 13 – 22. Draft to be put together in December and circulated. Will have to keep quorum at three for time being. **ACTION AL**
- Process for AGM – Monday 2<sup>nd</sup> December 7pm. Presentation of annual results, members requests, report and voting slips for new committee members. Two to be elected and seeking two more members (Paul stands down after this meeting). Committee meeting to follow.
- Website review – Not discussed

- **AOB** – Agreed to be a stamp point for the Coast to Coast walk. The Post Office closed days was discussed, we would like to get back to five mornings a week. Still outstanding is a code of conduct and safeguarding policy. **ACTION AL** New members will be asked for email contact details to simplify alerts.
- ***Date of next meeting*** – AGM Monday 2<sup>nd</sup> December 7pm, followed by committee meeting. Thereafter third Wednesday, 15<sup>th</sup> January 6.30pm.