

Next meeting will be held on Tuesday 24th May at 12.

Attending the meeting was:

Stephen Bremner
Craig Leith
Linda Bain
John Banks
Brian Trafford
Paul Watson
Jessica Bayley-Williams
Darren Findlay

Apologies for being unable to attend from:

Daniel MacKinnon
Ellen Bremner
Linda Mackay

Agenda

1. Communication

The forum, it is hoped, will be a point of communication & feedback, a place where without fear or favour, concerns, issues, commendations & congratulations can be expressed. The commitment from the company owners is these will be listened to, investigated & where appropriate actioned.

2. Social

The forum, it is hoped, will provide a platform for social interaction, be it parties, events, team building or anything else you may think of, your ideas please.

3. Community

The Forum, it is hoped will set up a new Ashley Ann community fund as of April 2016. The fund will enjoy an annual donation from Ashley Ann as a percentage of the company profits. It is also envisaged that the fund will provide a platform for us all to use our initiative to run charity events. All moneys raised will be distributed to Local charities, the forum will decide the merits of each request and will make the award decisions.

4. Any other business

New business

1. Communication

Discussion point 1

Raised by	Stephen
Brief Summary	Looking to open up the café to the site surrounding us for takeaway only.
Response	The board of members were all happy with this and understood the reasons this would be beneficial.
Action Required	Jess to organise flyers & menus ready for implementation.

Discussion point 2

Raised by	Brian
Brief Summary	Had feedback that the introduction of specialist coffees or coffee machine to offer cappuccinos would be a hit.
Response	If these were integrated into the menu then it would not be available at such a low cost as the coffee currently supplied and demand would need to be there in order for it to be worthwhile.
Action Required	

Discussion point 3

Raised by	Stephen
Brief Summary	Awaiting final sign off on planning for the new building plans then progress can be made to the site for the development of the new stores building. Also the neighbouring building The Wellington Centre has had an offer accepted and is a future development project possibly for next year and the hope is to develop this site into a facility for storage, offices, training rooms, a showroom and a prototype development room.
Response	Will be actioned on promptly.

Discussion point 4

Raised by	Brian
Brief Summary	Maintenance on machines is an ongoing issue where it is a struggle for it to be done.
Response	We are in the process of looking at hiring an additional engineer to assist in the engineering workload, possibly part time.
Action Required	

Discussion point 5

Raised by	Darren
Brief Summary	Teams are looking for an update on the new supply of uniforms.
Response	Linda Mackay is now in discussions with a local supplier WA Geddes and is working on the allowance allocation and items to be offered.
Action Required	To get update from Linda at next meeting

Discussion point 6

Raised by	Darren
Brief Summary	The level of heat first thing in the morning is too much and making work in the mornings uncomfortable.
Response	To look at adjusting the temperature the radiators are set to overnight.
Action Required	Craig to make adjustments immediately to the routine and to turn the radiators in the evening to only 3 to see how it works.

Discussion point 7

Raised by	Brian
Brief Summary	The heat issue on the mezzanine floor is an ongoing issue.
Response	Fans are being ordered this month and should make a difference.
Action Required	

Discussion point 8

Raised by	John
Brief Summary	It would be useful to introduce fingerless gloves into departments, to still protect the hands from cuts and still be able to use tools and equipment.
Response	Will be looked at.
Action Required	Jess to source fingerless gloves and get costs to take back to Stephen.

Discussion point 9

Raised by	Paul
Brief Summary	The question was raised that when the fire alarm went off recently, there is no register taken for employees and would it not be advisable for fire marshals to wear High visibility vests in the event of a serious fire we can easily identify these individuals.
Response	Payroll look to have access to the list from Timeware easily and be able to print report quickly and easily to either give to fire marshals to roll call or next appointed person.
Action Required	To get feedback on achievability from Claire on this.

2. Social

Discussion Point 1

Raised by	Stephen
Brief Summary	On the 27 th May we will look to finish up early around 4pm for a staff party to celebrate Ashley Ann's 30 th Anniversary, we will look to have a barn dance style theme where areas will be decorated, BBQ set up, live music/DJ to play with Alcohol and Soft drinks being served. We will also look to arrange bus hire instead of minibus drivers missing out.
Response	Idea well received by board and great feedback to the final decision on arrangements.
Action Required	Jess to design posters, make arrangements for BBQ, hay bales, music, and discuss food requirements with Elaine. Details will be posted to Notice boards and newsfeed.

3. Community

Discussion point 1

Raised by	Stephen
Brief Summary	This years sponsorship Mey 10K - £200 The Bowling Club Thurso - £250 Wick Academy - £3000

Discussion point 2

Raised by	Stephen
Brief Summary	We are looking to organise charities for this quarter for any charity monies raised to be split and presented. The next quarter we will look to assign new local charities and will be looking for input as to which ones we will chose. Any charity raising attempts as part of the company will all put into the one pot and matched by Ashley Ann then split between the chosen charities,
Response	Decisions made for this quarter for monies to be raised for Cats Protection, Macmillan, Highland Hospice and Enable.
Action Required	Source a charity box for donations to be put in.

4. Any other business

Discussion point 1

Raised by	Jess
Brief Summary	From Elaine and her team, A big thankyou to those using the café that bring in their own food and flasks for now using the plates, cutlery and cups. The ladies have noticed a massive improvement in cleanliness, we hope the rest will soon follow suit.
Response	Appreciated by board members.
Action Required	To be fed back to all departments.

Discussion point 2

Raised by	Jess
Brief Summary	The company newsfeed is a social platform for us and would like to see any content from staff coming in to post up, the platform is only as good as the content. It is also encouraged for you to leave comments on the posts.
Response	
Action Required	To ask all departments for any contents for newsfeed and to report to Jess on it.