

MONKS ELEIGH COMMUNITY SHOP

ASSOCIATION LIMITED

Minutes – Committee Meeting

Date/Time: Tuesday 28th February 2017 @ 7.30pm
Venue: Sharon James 2 Lower Byfield
Attending: Mandy Coll, Maureen Cook, Duncan Eyre,
David Izatt, Sharon James, Janet Mackie
Apologies for Absence: Simon Kelsall

1. Minutes of Committee Meeting Tuesday 30th January 2017

These were circulated by email prior to the meeting and were agreed by all as a true and accurate record.

2. Matters Arising

None

3. Finance/Treasurer's Report

AG advised that a copy of the draft accounts were received today. These will be presented at the AGM.

The accountant has requested that we advise the name of the new Treasurer and the date of the AGM. AG suggested that Thursday 18th May would be a good date if this suited all committee members.

MFC has agreed to continue as Treasurer until the end of the year. This was agreed by the committee as was the proposed date for the AGM. SJ will book the hall.

4. Shop Manager's Report

JM is still looking into the possibility of selling vacuum packed meat. She is now obtaining milk from Richards as the 2L size is much cheaper. The baked goods are selling well. JM will order a new freezer for the stock room.

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5. Maintenance

Having obtained several quotes to replace the shop door it was agreed that we would look to use Hadleigh Glass. The quote from them was £2358.60 + VAT. DE will continue to deal with this. MFC will contact the alarm company as this will have to be disconnected for the installation. Proposed DE, seconded MC, agreed ALL.

6. Volunteer Representative

It was suggested that additional training be given to volunteers in the sale of the new baked goods as it would seem that there may be confusion in the prices.

7. Locking/Unlocking Rota

The rota is complete until April 9th.

8. Critical Dates

Dealt with by AG

9. The Post Office

Still continuing to do well. The new £1 coins will be introduced at the end of the month, although we can continue to use the old coins. The new and old coins must be bagged separately as they have different weights. Postage will also increase.

10. Shop Talk

This will be sent to Peter Day as soon as possible. DE will include an appeal for more volunteers.

11. Suggestion Box

Does the shop have a policy on serving a customer whose face is covered by a Berka?

The shop does not have a policy as it is not illegal to wear a Berka.

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12. A.O.B.

It was agreed that we need to look to recruit new committee members as SJ has advised that she will not be standing next year due to other commitments.

Meeting Ended 9.45pm

Date/time Next meeting: Tuesday 28th March @ 7.30pm

Venue: Duncan Eyre, Sloe Cottage