

MONKS ELEIGH COMMUNITY SHOP

ASSOCIATION LIMITED

Minutes – Committee Meeting

Date/Time: Tuesday 10th January 2017@7.30pm
Venue: Sharon James 2 Lower Byfield
Attending: Mandy Coll, Maureen Cook, Duncan Eyre, David Izatt, Sharon James, Simon Kelsall, Tanya Loveday
Apologies for Absence: Janet Mackie

1. Minutes of Committee Meeting Tuesday 22nd November 2016

These were circulated by email and were agreed by all as a true and accurate record.

2. Matters Arising

- TV Licence

After making enquiries, it was confirmed by JM that this was not a requirement as people have their own TV licenses.

3. Finance/Treasurer's Report

It was felt that the committee would like AG to attend the next meeting, if possible, to explain aspects of the reports. Some members felt that it was a little confusing and would like his guidance in interpreting the accounts. It was suggested that TL advise AG of the date of the next meeting. Proposed MFC, seconded TL, agreed All

It was also suggested that at our next meeting, we look at the shop constitution.

4. Shop Manager's Report

JM was unable to attend the meeting and we did not have a report.

5. Maintenance

- SK had obtained an estimated quote of £120 labour from Robin Perry to do the necessary work. SK will buy the cupboards and counter that he feels are appropriate and would like to proceed on 29th January. Proposed SK, seconded MFC and agreed by all.
- SK also obtained a quote for the steps of £600-£680 (for materials and labour). The work would be done on a Wednesday, if possible. It was proposed that we accept

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the quote and allow SK to liaise with Robin. Proposed MFC, seconded SJ, agreed by all.

- SK has purchased a mirror to allow better visibility in the shop. He has positioned it and it is working well.
- The old fire extinguishers have been replaced with one that meets all our needs. SK advised that we do not need smoke alarms.
- The entrance door to the shop is no longer closing properly as it was damaged in the accident last year. One of the hinges is broken and SK has obtained a quote of £200 to purchase and fit the new hinge. Sk asked the committee to accept this quote and proceed with the work. Proposed DI, seconded MFC, agreed by all.
- SK also pointed out that in future, rather than purchasing new appliances, etc., the committee should look at rental, as this would include service agreements and prevent large costs when things need repairing.

6. Volunteer Representative

Nothing

7. Locking/Unlocking Rota

Completed until February 12th

8. Critical Dates

It was suggested that JM be reminded that PAT testing is due.

9. The Post Office

MFC reported that she is still very busy. The alarm was tested 9th January and is fine.

10. Shop Talk

It was agreed that we would aim to produce the next Shop Talk in time for Easter.

11. Suggestion Box

- Why is our coal more expensive than the farm shop?

It was suggested that as the weather for the forthcoming week was going to be very cold with possible snow, we would reduce the coal to £5.99, whilst stocks last. Proposed TL, seconded MC, all agreed.

- Steak – vacuum packed (keeps longer, as per Bildeston shop)

It was agreed that we would ask JM to look into this.

Registered Office: The Street, Monks Eleigh, Suffolk. IP7 7AU
Telephone: 01449 744908

Reg. No: 29548R VAT No: 812 4700 63

Chairman: Mr. D Eyre | Secretary: Mrs. S James | Treasurer: Ms. T. Loveday

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- Milkshake

Suggest to JM

12. A.O.B.

- During the course of the meeting, it was decided that in order to prevent confusion, all items needing to be actioned would be voted on by the committee. Any amendments to that would have to be agreed by the committee.
- It had been suggested that our milk and dairy produce is very expensive and several committee members were in agreement with this. It was agreed that we would ask JM to look at the possibility of using a different supplier.
- It was also suggested that we look at changing our selection of baked goods from Sparlings to include rolls or French sticks. It was pointed out that we have been receiving more loaves than ordered and that we were having to reduce them. It was agreed that we would ask JM to look at this.
- DE had drafted a letter welcoming new residents to the village and inviting them to volunteer at the shop. MFC agreed to compile a list of newcomers.
- It was suggested that we ask JM to do an offer on sausages and sausage meat to try to move the surplus stock.
- We are still awaiting the delivery of daffodils from the plant supplier. Remind JM.

Meeting Ended 9.25pm

Date/Time Next meeting: Tuesday 31st January 2017 @7.30pm

Venue: Duncan Eyre, Sloe Cottage