

# MONKS ELEIGH COMMUNITY SHOP

ASSOCIATION LIMITED

## Minutes – Committee Meeting

**Date/Time:** Monday 30<sup>th</sup> January 2017 @ 7.30pm

**Venue:** Duncan Eyre, Sloe Cottage

**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 10<sup>th</sup> 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 gave a presentation to the committee prior to the start of the meeting. He explained the monthly reports in detail and also gave us an overview of information available from Epos. He has advised that there is still some data to be entered into the system and suggested that a committee member may like to assist with this as JM does not have a lot of time. SJ has offered to help.

### 4. Shop Manager's Report

Although Janet was unable to attend the meeting, she forwarded her report to members.

- Coal – It was agreed to keep the coal at the same price
- Steak/vacuum packed meat – JM still investigating
- Milk – JM is still looking into this and it was agreed by the committee that we would like to see cheaper milk being stocked. Proposed SK, seconded MC, Agreed All,
- Bread – The committee agreed that we would like JM to look at the choice of products available from Sparlings with a view to offering a variety of baked goods, including rolls and French Sticks. Proposed MC, seconded DE, agreed All.
- Sausages – It had been noted that there was a large quantity of frozen sausages and sausage meat in the freezer. The committee would like to see a special offer on these to reduce the stock. Proposed SK, seconded DE, agreed All.

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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### 5. Maintenance

The committee stated that they were very pleased with the new counter and cupboards. As SK will now be away for a month, we will look at options for the remaining work on his return. He will also re-hang the gate to see if it can be improved and organise the work on the steps in March.

### 6. Volunteer Representative

Nothing to report

### 7. Locking/Unlocking Rota

The rota was completed until the end of March.

### 8. Critical Dates

Dealt with by JM and AG.

### 9. The Post Office

The footfall is still very good. The next big review for the PO is 2018.

### 10. Shop Talk

To be discussed at the next meeting.

### 11. Suggestion Box

- The back wall work top looks very nice. Shame about the counter top!

The committee will discuss when SK returns.

- What is the situation regarding local cakes, there have been none since Christmas?

Our supplier has decided that it is not economically viable. JM is trying to source other suppliers.

- Why is the shop window not used to promote the shop more?

We will ask JM to come up with ideas.

- Please can we sell 70% plain chocolate.

We will ask JM

### 12. A.O.B.

# **MONKS ELEIGH COMMUNITY SHOP**

## **ASSOCIATION LIMITED**

SK has suggested that we need to have Instructions and knowledge of procedures in the event of a fire. He suggested that we have written instructions which must be read and signed by volunteers every 12 months. We will ask JM to action this.

Meeting Ended 10pm

**Date/time Next meeting: Tuesday 28<sup>th</sup> February 2017 @ 7.30pm**

**Venue: Sharon James, 2 Lower Byfield**