

# MONKS ELEIGH COMMUNITY SHOP

## ASSOCIATION LIMITED

### Minutes – Committee Meeting

**Date/Time:** Tuesday 31<sup>st</sup> October 2017 @ 7.30pm

**Venue:** Mandy Coll, Churchfield

**Attending:** Mandy Coll, Maureen Cook, Duncan Eyre, Arthur Grosset,  
David Izatt, Sharon James, Janet Mackie

**Apologies for Absence:** None

#### **1. Minutes of Committee Meeting Wednesday 27<sup>th</sup> September 2017**

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

#### **2. Matters Arising**

DE used the RAID document to look at his role within the committee.

It highlighted that a maintenance representative is needed on the committee. It was agreed that JM can make decisions without committee approval for anything under £50. MFC has agreed to take on the role providing that she can do so without having to seek committee approval unless she feels it is necessary. This was unanimously agreed.

#### **3. Finance/Treasurer's Report**

Sales from Mid-September have improved.

The stock-take will take place on Sunday 3<sup>rd</sup> December.

It was agreed to renew the electricity contract with Scottish and Southern as this is the best quote. It was also agreed to renew on a 3-yearly contract basis as this was a better long term financial option.

#### **4. Shop Manager's Report**

JM advised that all matters from the previous meeting have been dealt with.

#### **5. Maintenance**

MFC will contact the plumber to repair the tap.

The left-hand door on the plant box is not opening. MFC will speak to Don Reynolds.

We need to top up the salt for the winter. JM suggested that the salt be put down at the end of the day by the locker.

Registered Office: The Street, Monks Eleigh, Suffolk. IP7 7AU  
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### **6. Volunteer Representative**

Nothing to report.

### **7. Locking/Unlocking Rota**

Completed until 14<sup>th</sup> January 2018.

### **8. Critical Dates**

Dealt with by AG

### **9. The Post Office**

October has been a much better month.

The computer system will be upgraded next year. MFC will advise as needed.

### **10. Shop Talk**

This should be ready by the end of November.

It may include a 'cut off' section to be allow people to enter the Christmas raffle.

Articles to include:

- JM-opening times, new/Christmas products
- MFC-Post office news
- DE-letter from the Chair
- The Swan
- Photo of volunteers to be taken outside the shop.

MFC will speak to Peter Day re. the layout and AG will print.

### **11. Suggestion Box**

Please could we have 70% chocolate.

JM will deal.

### **12. A.O.B.**

MFC stated that the shop did not appear to have been cleaned when she did her last shift on the cleaning rota, although she has since seen some volunteers cleaning. JM is reluctant to ask volunteers to do more in case they are put off. JM will ask volunteers to make sure that they tick off the cleaning list when a job has been completed.

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## **ASSOCIATION LIMITED**

The Christmas party is booked for Wednesday 13<sup>th</sup> December at 7pm. It was agreed that we would purchase the food from Morrisons.

It was agreed that we would donate a bottle of prosecco for the quiz night in aid of the Christmas tree fund.

AG suggested that there may be a demand for us to introduce a credit/debit card facility in the shop. It was agreed that we would not be consider this at the moment as cash can be obtained from the post office.

Meeting Ended 9.05pm

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

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