

MONKS ELEIGH COMMUNITY SHOP

ASSOCIATION LIMITED

Minutes – Committee Meeting

Date/Time: Wednesday 27th September 2017 @ 7.30pm

Venue: Duncan Eyre, Sloe Cottage

Attending: Mandy Coll, Duncan Eyre, Arthur Grosset
David Izatt, Sharon James

Apologies for Absence: Maureen Cook

1. Minutes of Committee Meeting 25th July 2017

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

2. Matters Arising

- The out of date stock has been moved to the top shelf of the crisp rack, freeing up the shelf near the window.
- Mike Nunn is happy to re-write the large notice board but feels that it would need rubbing down and painting first. JM will ask Don Reynolds. He would also like instructions on what to write, so JM will take a photo of the existing board and add the new products.
- The hand towels have now been moved to the store room.
- The committee asked JM to draw up a spread sheet of ordering and delivery days / times and any relevant information, in order to assist the committee in the event of the shop manager's absence.

3. Finance/Treasurer's Report

- Sales have continued to drop with no real indication as to why this should be.
- There would appear to be a decline in the sale of tobacco and publications.
- The energy efficiency report from BEE Anglia did not really highlight any measures that would be relevant to us at this time.

4. Shop Manager's Report

- We have a new volunteer who has filled the weekend rota.
- Jenny Maynard will put up the Halloween decorations.
- Daphne's cakes continue to sell well..

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- JM asked the committee to make a decision on allowing under 16 year olds to work in the shop as part of DofE awards. The committee felt that due to potential problems in meeting the Disclosure and Barring Service legal requirements, we would have to decline any requests.

5. Maintenance

- Robin has brought the bill for the counter top.
- The sign over the shop door will need to be re-painted next year.

6. Volunteer Representative

Nothing to report

7. Locking/Unlocking Rota

Completed until 19th November

8. Critical Dates

Dealt with by AG

9. The Post Office

Business a little busier now and the Christmas stamps come out next week.

10. Shop Talk

It was suggested that we look to do something at the end of November, including some form of raffle or lucky number to encourage people to come into the shop.

11. Suggestion Box

- It's the weekend and no ice-cream – JM will monitor
- Own brand flavoured sparkling water – JM will look into this

12. A.O.B.

The date of 14th December was agreed for the volunteers Christmas party. As we do not currently have a village hall, it was suggested that we look to use the old chapel.

Meeting Ended 8.45pm

Date/time Next meeting: Tuesday 31st October 2017 @7.30pm

Venue: Mandy Coll, Churchfield