

MONKS ELEIGH COMMUNITY SHOP

ASSOCIATION LIMITED

Minutes – Committee Meeting

Date/Time:	Tuesday 29 th February 2018 @ 7.30pm
Venue:	Arthur Grosset, Church Hill
Attending:	Mandy Coll, Maureen Cook, Duncan Eyre, Arthur Grosset, David Izatt, Sharon James, Janet Mackie
Apologies for Absence:	None

1. Minutes of Committee Meeting Tuesday 30th January 2018

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

2. Matters Arising

Volunteers' meeting – we will decide on a suitable date after the AGM.

- Village hall fund donation – this will be included on the AGM agenda. The shareholders will be asked to vote on a suggested amount of £2000.
- Plastic bags – JM will look to purchase better quality plastic bags and will look into the cost of purchasing cotton, printed bags.
- AG and JM attended a Plunkett Foundation workshop about volunteers. Items for discussion arising from this included:
 - Introducing some form of uniform – to be discussed at the volunteers' meeting.
 - Use of social media – AG will look at Facebook page to see if it is set up properly.

3. Finance/Treasurer's Report

Accounts for year ending November 2017 have been signed and the figures will be shown at the AGM, including a power point presentation by AG.

4. Shop Manager's Report

JM is still in need of volunteers. She has printed flyers for distribution in the village.

We now have spring flowers and plants for sale but JM will try to find a new supplier for summer bedding plants.

JM is still going to Bookers cash and carry and is happy to continue for now as they are unable to deliver. She will contact Blakemore again to check their delivery dates.

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As the yellow tape did not work on the door mat, JM will try to use yellow spray paint on the edge.

The shop is stocking coleslaw and beans as requested in the suggestion box.

5. Maintenance

The ice cream freezer is working now.

Don Reynolds will remove the sign on the gable end to allow us to assess damage.

Jenny Maynard will look at the sign over the door when the weather is better.

Some brick work on the corners of the building is crumbling. SJ will ask Peter James to have a look.

The fence at the back of the shop is in need of repair. MFC will await feedback from the pub and if needed will speak to Don Reynolds about repairing it.

6. Volunteer Representative

Nothing

7. Locking/Unlocking Rota

Completed till after Easter.

8. Critical Dates

SJ will speak to KH re. rates exemption letter.

9. The Post Office

The alarms have been tested and are ok.

The price of stamps will increase on 21st March.

10. Shop Talk

We will not produce a Shop Talk until after the AGM but will include Easter information and opening times in What's On. We will do a raffle to win an Easter egg. Customers must spend over £5, excluding alcohol and tobacco, to receive a ticket.

11. Suggestion Box

Sauvignon box please.

JM has already purchased.

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12. A.O.B.

- The date for the AGM was agreed for Thursday 3rd May at 7.30pm, MFC will book the hall.
- Following advise received on the shop security, it was suggested that we:
 - Leave the lighting on at night/look to install a sensor light
 - Keep the blind closed at night
 - Ensure that staff are always visible
 - Place concrete planters in front of the door to prevent ram raiding.
 - It was noted that money is not left in the till overnight.
- It was agreed that we would have a collection box for the village hall fund.

Meeting Ended 9.10pm

Date/time Next meeting: Tuesday 27th March 2018 @ 7.30pm

Venue: Duncan Eyre, Sloe Cottage