

## Urchfont Community Shop Committee

### Minutes – Wednesday 2<sup>nd</sup> November 2022

**Present:** Bill Donald (Chair), Sarah Bamber, Mary Craddock (for part of meeting)  
Anthea Donald, Maria Kemp, Stephanie Szakalo, Liz Turner

1. **Apologies:** None
2. **Minutes of Last Meeting & update on outstanding actions** – Minutes Approved. No matters arising.

#### **Outstanding Actions:**

- Taster Day: This was a successful event and was well attended, partly assisted by lovely sunny weather. Shop has sold plenty of sausages!
  - Kindling: Pete Rotherham is now providing kindling to the shop. Additionally Steph is going to discuss selling some his handmade cheese/pizza/chopping boards on an SOR basis.
  - Shop Layout: Bill is preparing the documentation for the listed building consent for the proposed alterations. Parish Council are supportive of plans.
  - Peter Harris: Bill has spoken to Peter and he is happy with the new payment system which has increased his salary by paying mileage/expenses rather than being on payroll.
  - Volunteers Handbook: These are now finished and are being distributed to all volunteers. Thanks offered to Liz for her assistance with this, particularly the printing.
  - Parish Leaflet Drop: Decided to hold off on this for the time being. May revisit in 2023.
  - UPC Minutes and Shop Photo: Sarah has sent the last two meeting minutes to Bob Lunn and these have been published on the UPC site. This will continue going forward. Decided not to publish previous minutes retrospectively (noted that all minutes are available to read in the shop if requested). Still need a high resolution/good quality up to date photo taken and sent to Bob for inclusion.
  - Water Costs: Will move suppliers when the time is right; don't want to incur contract cancellation charges at present.
  - Market Lavington Post Office Closure: PO has now closed. They kindly gave some card stock. Bill to contact them to thank.
  - Outside Flowers: All replaced and looking lovely, costs covered by two generous donations and thanks offered to Ian Walker for his work on the troughs.
  - Magazines: Now being delivered again.
3. **Treasurers Report:** Figures are positive and are on an upward trend. Bill requested a report from the managers re sales figures of fresh goods (pasties/pies etc.) to ensure there is not too much wastage. Need to order less of these products during school holidays/half terms etc. as these do affect sales. **ACTION SS/AD**

**Stock Take:** Should this be done on the traditional date of Jan 1<sup>st</sup>? Due to the placement of bank holidays in the calendar this year it could take place over 2/3 days if more convenient. Bill to contact previous helpers (to include Cooks and Steadmans) to ask if they are available to help. Committee members also to assist for a few hours. Anthea to draw up a list of those who have assisted in the past and give to Bill.

**ACTION AD/BD**

4. **Manager's Report:** Discussed another tasting day but decided not needed at the moment. Can use Instagram to promote produce. Photos of meals/sausages etc. Need more storage for frozen/fresh food. Could look at a storage fridge for the new stockroom once completed. Christmas Cards: These are now in the shop. Might need extra shelving space/additional rack. Additional church cards due to arrive this week.
5. **Christmas: Decorations:** Decided to move decoration of the shop to the evening of Friday 11<sup>th</sup> November. Will use less greenery this year as although it looked lovely it required quite a bit of maintenance over the six week lead up to Christmas which is not really practical. Maria and Stephanie have plenty of decorations and lights so no need for any additional costs. Will keep the beam as it is for displaying the gift bags. Better use of the A frame for wire fixtures and lighting etc. Bill and Richard Kemp to look at this space. Committee members available to help for a couple of hours on the Friday (from 5.00 p.m.). Christmas stock to be brought out for display on the Saturday after closing. Use small window area for Christmas display. Need to source a Christmas tree for outside. Stephanie to look at pricing and possible discount from supplier.

**ACTION ALL/SS**

**Volunteer Event:** This will be on the Sunday (13<sup>th</sup> Nov) from 1.00 p.m. – 3.00 p.m. at the shop. Stephanie to send out invitations to all volunteers to pop along for a drink and mince pie and look at the Christmas stock. Committee to attend where available. **ACTION SS/ALL**

Will reinstate the upright bread baskets/stand for the Christmas period to increase the display space. Bill to deliver it to the shop by 12.00 noon on Saturday 12<sup>th</sup>. **ACTION BD**

Would be good to have a colour advert in December's Redhorn. Outside back cover would be good and would have a good reach. Stephanie to investigate. **ACTION SS**

6. **Volunteers Suggestion Book:** No issues raised this month.

7. **A.O.B.**

**(a) Christmas Opening:** Discussion on opening days/hours. Agreed by all to be:

Christmas Eve (Saturday) 9.00 – 10.30 a.m.

Christmas Day (Sunday) Closed

Boxing Day (Monday) Closed

Bank Holiday (Tuesday) 9.30 – 10.30 a.m.

Wednesday 28/Thursday 29/Friday 30 Usual opening hours 9.00-5.00 p.m.

NYE (Saturday) usual hours 9.00 – 12.00 noon

NYD (Sunday) Closed

Bank Holiday Monday (2 Jan) 9.30-10.30 a.m.

Tuesday 3<sup>rd</sup> Jan onwards – normal hours

- (b) Stephanie to look at ordering Chalk Stream Trout for Christmas period. **ACTION SS**
- (c) Stock Delivery over Christmas Period: Due to there being two consecutive Mondays over the Christmas period when the shop will be closed, Stephanie and Anthea to look at revised delivery schedule. **ACTION SS/AD**
- (d) Volunteer Rotas: Sarah confirmed that in the event of rota managers not being available (in light of Elaine recently being otherwise engaged) that Liz Woodward said she could probably assist on an ad hoc basis to take pressure of the other rota managers. Thanks to Liz W for her offer of help.
- (e) Need to action the signage at The Old Butchers Shop to attract walkers and cyclists who may pass through and not be aware of the shop. **ACTION SS**
- (f) Press: Liz Turner brought a copy of the Wiltshire edition of the CPRE magazine which featured Urchfont community shop.
- (g) Working Group: Need to get together a small group to paint interior and exterior of shop in the spring.
- (h) Need to get hold of a decent vacuum cleaner to reach under the fridges and deal with cobwebs. Anthea to speak to Mary who has adopted the old Henry. **ACTION AD**
- (i) Smoke Alarm: Needs to be reinstalled or replaced/new batteries. **ACTION BD**
- (j) Do we need to look at the newspaper/magazine cancellation policy and ask for more notice? All are SOR so not a major issue but would help with the ordering/returns if we could encourage people to give us more than the current couple of days' notice of cancellation, would a week be better?

**8. Date of next meeting: Monday December 12<sup>th</sup> 2.00 p.m. - 4.00 p.m. Anthea and Bills**