

Urchfont Community Shop Committee

Minutes 15th August 2022

Present: Bill Donald (Chair), Sarah Bamber, Mary Craddock, Anthea Donald, Maria Kemp, Stephanie Szakalo, Liz Turner

1. **Apologies:** None
2. **Minutes of last meeting** – Approved

Matters Arising

Bank Card – Stephanie is still investigating this as can use card when paying invoices etc. from home but not when using the shop's computer. Might be something to do with the shops security/firewall.

DM's Letter of concern regarding the appointment of Andrew Castle: This matter is now closed as Bill has successfully submitted the shop accounts to the FCA and they have been published. No concerns were brought up regarding AC's eligibility to inspect the accounts.

Christmas Orders: These have now been completed and deliveries will commence in October.

Relocation of Toilet/Stock Room: Bill has discussed this with a representative from Wadworth's and is meeting him on site on Tuesday morning to look at the plans. Most of the proposed works can be carried out ourselves, but will need to employ trades for some of it. Suggested we approach the Parish Council and the Scarecrow Fund, and possibly Parish Trust for funds, depending on what is required. The defibrillator will need to be relocated to another space, ideally in a more prominent location. To be discussed with Nicky Mitchell.

Volunteers Training Booklet: This needs to be printed double sided in A5 booklet format. Anthea and Stephanie to research. Training Record and booklet needs to be distributed to all volunteers together, ideally by the end of August. **ACTION SS/AD**

Parish Leaflet Drop: Stephanie has done some work on this and is sending the draft to the Committee for their comments. Needs to be quite hard hitting. Looking to distribute in October. **ACTION SS/ALL**

Current Magazines: Sarah has proposed a list of titles that she will send to Stephanie and Anthea to forward to Brittox News. No point in taking titles that don't sell. **ACTION SB**

3. **Treasurers Report:** Business has grown in recent months. Need to communicate to the Volunteers that we ideally need to aim for a £400+ daily turnover to maintain this. Maria to put this in the next newsletter. **ACTION MK**
 Need to look at what lines are not particularly profitable, and those that are not selling.
 Stock more items that have a better margin. **ACTION BD/SS/AD**
 Do we need to have a few sandwiches in stock first thing Monday morning? Extra delivery or carry some 'in date' ones over from Friday we can use. Also look at other snacks, pork pies, pasties, sausage rolls. Mary to get some samples from a local supermarket to trial individually.
ACTION MC

- Bill confirmed that Hollys are now on a monthly contract which gives us more flexibility.

4. **Managers' Report:** Liz has written a piece for the Redhorn about the shop and the Volunteers thank you party. She will send to Stephanie for inclusion in her monthly shop feature. **ACTION SS/LT**

5. **Volunteers Thank You Party:** This went well. 26 people attended including the Committee. Discussion on whether to hold another one around December time. Decided that we will do a slightly different event at the shop. Idea is to decorate the shop and put in the Christmas stock on Saturday November 12th, and On Sunday 13th we will invite all volunteers to 'drop in' for a glass of something, look at our special Christmas stock and see the decorations. Suggested 1.00 p.m. – 3.00 p.m.

6. **Sneeze Guard:** Maria has received some emails from Volunteers regarding the guard. There are a few people who would very much like it to stay in place, not just for protection from Covid, but also from winter colds etc. We do not want volunteers to feel unsafe so decision made to keep this in place for the time being. We can review again at some point next year. Comment on the narrow gap in the Perspex that make it awkward to access the card machine and pass larger items. Will look at making the aperture larger at the bottom. Stephanie and Maria to investigate. **ACTION SS/MK**

7. **Volunteer Training and Handbook :** Covered in Agenda Item 2

8. **Shop Layout/Toilet and store conversion:** Covered in Agenda item 2

9. **Shop Cleaning:** Decided not to formalise a cleaning rota. Maria/Liz W/Peter Cook and Mary said they are happy to pop in and help on an ad-hoc basis on a weekend.

10. **Parish leaflet drop:** Covered in Agenda item 2

11. **A.O.B.**

- (1) **Peter Harris Payment:** Following comments raised at the AGM this is still being looked at.
- (2) **Publication of minutes on UPC website:** Sarah to Chase up Bob Lunn. **ACTION SB**
- (3) **Water Costs:** This will be looked at. Stephanie and Maria are going to check the water meter when the shop is closed to see if there is any movement, which would indicate a possible leak. **ACTION SS/MK**
- (4) **Shop Rules:** Liz has reviewed these and can't see any need for major changes. Updated version needs to be published on the FCA website. Need to decide if members of the Association should pay a £10 per annum subscription on top of the one off £10 payment they make to become a shareholder. This was proposed in the past (under the previous Committee) but was never actioned. Liz to check which version of the Rules is currently on the FCA site (2013 or 2014) and also to compare the two versions prior to any updates. **ACTION LT**
- (5) **Shop Door sticking:** Richard to investigate.
- (6) **Ice Cream Fridge:** Mary suggested that the ice cream/ice lolly fridge be turned off in the winter (November-February) to save on costs. Bill to use his device to see how much electricity/kw the unit currently consumes to see if this would be a significant saving.

ACTION BD

12. **Date of Next Meeting:** Monday September 26th 2.00 p.m. at either Maria's or Liz's TBA