

Urchfont Community Shop Committee

Minutes 9th October 2023

Present: Bill Donald (Chair), Sarah Bamber, Mary Craddock, Anthea Donald, Pauline Guiney, Maria Kemp, Stephanie Szakalo.

1. **Apologies:** Liz Turner

2. **Minutes of last meeting and update on outstanding actions:**

Bill has now obtained a black bin from Wiltshire Council.

Credit Card machine contract – needs to be chased up. Stephanie to speak to Mipo as they have just had to undertake a contract renewal **ACTION SS**

All Cannings newspaper deliveries – carry forward to next meeting.

Magazines: This is now happening, see item seven below.

Kindling: Bill has updated Pete Rotherham on last season sales. Will be selling in nets.

Grist: Large bin has been removed by Grist.

E-mail contact details for volunteers as discussed – Mary to provide to Maria.

3. **Treasurer's Report:** Bill reported that sales figures are healthy.

4. **Managers' Report:** All areas being covered by separate agenda points below.

5. **Stockroom Update:** The new toilet is now fully installed and is working. Key box has been relocated to the new toilet area. All Managers and Duty Managers have been given their own key to the toilet area for access. Main key is in the key cupboard in the office.

Painting to be done this coming week. Kieron Bamber, Malcolm Turner and Phil Milanes will be painting the new stockroom room on Thursday 12th afternoon/Friday 13th. Also need to paint the wall to the left hand side of the new stockroom door which is looking grubby. Costs so far are within budget. Bill has been looking at new freezers. One for the shop and one storage freezer for the new stockroom. This should enable frozen stock to be better managed as won't have to have all the stock on display. Both freezers will have an auto defrost facility. Two old freezers currently located outside can be disposed of. Can ask Scarecrow Committee if they can make use of them. Bill is constructing all of the shelving for the stockroom, and Jonathan Wildman has offered to help install, currently planned for Friday 20th, Planning on having an 'opening event' on Sunday 22nd October at 12.00 noon. All stock will be moved over on the afternoon of Saturday 21st. Plan to invite Committee members and those who have helped along. Steph to make a list and speak to P & J Cook. Inspection of the building works has taken place and has been approved. **ACTION SS**

6. **On-Line Rota System.** This went 'live' for volunteer interaction at the start of the month. Currently going very well and Anthea, Steph and Sarah are pleased with volunteer engagement so far. First 'live' week (w/c 16th October) is full. There are still a couple of volunteers who have not engaged, but some have been away. Sarah to call them to see if they have any issues. **ACTION SB**

7. **Magazines:** Magazine rack now installed in the outside space, along with a donation box. Numerous people have offered used magazines, need to put anything available out and see what is 'sold'. Suggestion of £1 donation per magazine. All proceeds to be given to a local charity. One suggestion was Friends of St Michaels, but decided that the first recipients ought to be Urchfont Pre-School. The charity will change every 12 months. Steph to make sure information goes into the Redhorn. **ACTION SS**

8. **Taster Day:** This is happening on Saturday 14th October at 10.00 a.m. Will be selling bacon rolls and teas/coffees. Samples of sausages, pies, pasties etc. available to try. New season Apple juice also available. Anthea and Steph are visiting Scumblers in Marlborough before the event to take a look at what other produce they have available that could be stocked. Not sure if Robyn's Farm in Cornwall will be able to continue to supply the shop due to distance and logistics. Steph has asked Phil the baker to provide some brioche type rolls to try out. Anthea and Bill to provide small table and 2 x trestle tables for Saturday and the gazebo, which hopeful won't be needed! Anthea to pre-cook sausages at home. All Committee members available to meet at the shop around 0900 on Saturday to assist.

9. **Volunteers Get Together:** Next event for the volunteers will be the Christmas preview/tasting event at the shop on Sunday 12th November between 2.00 and 3.00 p.m.

10. **Proposal to offer space in car park for Community notice board.** Sarah to take this proposal to UPC at the next meeting on the 18th October. The shop is happy to maintain it. No charge for advertisements, but only to be used for community events and notices, not to be used for personal adverts/selling. Ideally 4 feet x 3 feet minimum mounted on legs with painted signage 'Urchfont Community Notice Board' **ACTION SB**

11. **UCSA Membership:** Maria and Liz need to meet up to discuss further. Any changes need to be thought through properly. Have obtained a copy of another community shop's membership form to look through. To be on next meeting agenda for further discussion.

12. **UCSA Rules:** Bill has sent the updated/reviewed copy of the rules to Alistair Everett to look at and comment on. Any changes would need to be put to the membership at the 2024 AGM. Once agreed they can then be filed with FCA.

13. **Volunteers Suggestion Book:** Nothing to report

14. **AOB: (1) Sunday Sales:** Pauline commented that she has observed that sales on a Sunday have been significantly lower in recent weeks. Fewer newspapers are being ordered/purchased. Need to monitor over the next few months to see if this is a continuing trend. We are aware that newspaper sales are decreasing in general due to the age demographic of those who tend to purchase. May have to revise opening hours if not feasible to be open on Sunday. Bill to analyse figures over the 12 month period up to December. To be monitored and reviewed at the end of the year. Discussion of use of time on a Sunday. Can cashing up be done on the Monday. **ACTION BD**
- (2) Increasing Sales:** Can we engage with other villages/communities in the area to make them aware of our shop and what we offer. No other local villages (aside from Market Lavington and All Cannings) have a village store/post office facility. Leaflets/advertising on community notice boards. To consider.
- (3) Veg Boxes Trial:** Steph and Anthea have been thinking about offering a small amount of veg boxes available on Fridays. Need to look at costs and also source boxes, preferably ones that we don't have to pay for. May do an example one for the tasting event on the 14th. Could have on display with plants in the old stock room. Pauline to talk to Romana at Green Farm to see if they have any sources. **ACTION AD/SS/PG**
- (4) Redhorn Magazine:** Steph has been struggling with the placing of the shop adverts in the Redhorn News. Editor doesn't want content submitted as a pdf, only as a word document. Adverts are frequently being altered to fit space and some content is being omitted. It was agreed to withdraw the advert and produce a quarterly flyer for the Parish. The first one being in time for Christmas. **ACTION SS/MK**
- (5) UPC Website:** Photo of the shop on the website is 15 years out of date. Furthermore, the UPC website states that: *'Updating of this page is the sole responsibility of the Community Shop via the webmaster. UPC accepts no responsibility or liability for the accuracy of information it contains'* yet we do not have access. The dated photograph has also been posted on UPC's new Facebook page and is currently being used by local estate agents. This has been brought to Bob Lunn's attention by various committee members, but hasn't been changed. An up to date photo has been supplied. Bill to bring up at the next UPC meeting on October 18th. Can the Committee take control of the Community shop pages of the website so we can update ourselves? **ACTION BD**
- (6) Use of outside space once freezers are removed.** Need to look at use of this area. Possibly coffee machine? Can one be rented? Microwave to heat pasties etc. Bill to do some research. **ACTION BD**

15. Date of next meeting: **Monday November 27th 2.00 p.m.** Venue TBA

