

## **Aveton Gifford Village Shop Committee Meeting – 24/09/10**

### **Present**

Meg Brett, Gail Brendell, Rob Ford, Mal & Keren Young, Jim Fowler, Sarah Oatley

### **Apologies**

Rick & Amy Clayton, Tim Abrahall, Cass Ford

### **Item 1: Employment Tribunal**

An update on how this was proceeding as follows:

- Employment Tribunal form had been duly completed with statement agreed by committee and returned by post (recorded delivery).
- ACAS has made contact by post. A letter agreed by committee, along with completed Employment Tribunal form, was emailed back.

### **Item 2: AGM**

As Rick Clayton had sent a message to say that he might be absent for the AGM due to work commitments, discussion ensued re stand-in Secretary to take minutes at AGM. Amy Clayton to be asked first. Jim Fowler agreed to take role if Amy unable to do so.

**ACTION:** Mal Young to place request with Amy

Practical considerations:

- Everyone to meet 7pm at Hall (if possible) to prepare venue for AGM
- 40 copies of last year's minutes to be produced **ACTION:** Mal Young
- 40 copies of year's financials to be produced **ACTION:** Jim Fowler
- John Coates to be contacted asking him to manage meeting during re-election of officers. It is necessary to elect 4 – 8 officers and nominations for 7 have been received, so need to seek approval for those 7. **ACTION:** Mal Young to contact John
- Jenny Reynolds to be contacted to confirm her offer to stand **ACTION:** Rob Ford to contact Jenny
- It was noted that in order to pass a resolution re future notification of AGMs, a proposer and seconder would be required followed by a vote.

Post-AGM, it was decided to publish minutes on shop door and on website. **ACTION:** Amy Clayton

### **Item 3: Post Office**

Mal reported results of telephone call with Matt Walls. The PO has defunded and the kit removed. Given that Sarah follows deadlines, her interview will be held on 4<sup>th</sup> Nov with a decision on her success on 5<sup>th</sup> Nov. On 8<sup>th</sup> Nov, Matt Walls will be able to begin sorting out kit etc, taking an estimated 8 – 10 weeks. Clearly this would mean losing Christmas trade, so 2 avenues were proposed:

1. Matt will contact David Seers who will try to source a locum

2. We can try to find a PO trained person. 3 potential candidates were mentioned: Sheila Ball, Lindsay (**ACTION:** Sarah Oatley to contact) Amy Scott (**ACTION:** Rob Ford to see if he can find where she lives)

Mal to contact Matt on Monday 27<sup>th</sup> Sept to keep dialogue going.

Sarah has already submitted application, business plan and CV. Thanks were given to Jim Fowler for his help in this process.

#### **Item 4: Rent Reduction**

Sarah has experienced various 'teething problems' in starting her business. It was agreed to reduce her monthly payments by £50 to £175 for 2 months to help her. A review of the situation is to be conducted at the end of this 2 month period.

#### **Item 5: Marketing**

1. Promotional leaflets need to be finished asap

**ACTION:** Mal Young to source photos from Ron Skeates (taken on Open Day) to replace old photos taken during Tim's business; also contact holiday home companies for posting dates of new info and see if we can include leaflet

**ACTION:** Keren Young to see Esin Forster on Tues to organise date for amending photos and finishing

2. MAGpie article could also be published in Magnet (church magazine)

**ACTION:** Sarah Oatley to write article and submit accordingly

3. There was some discussion about maximising shop operation:

- Sarah has found new employee willing to work 07:30 – 09:00, so earlier opening possible
- Debit card machine to arrive next week
- Spending approved for: extra table, eurohooks, wasp zapper (whenever needed)  
**ACTION:** Sarah Oatley to place order accordingly, passing invoice to Jim Fowler
- Wicker basket and domes: **ACTION:** Gail Brendell to research other deals to establish most cost-effective source

#### **Item 6: AOB**

1. Sarah Oatley mentioned that her Alcohol License enables her to cover 50 events per year, so she is able and happy to support other village events that would like to include the sale of alcohol. Events organisers could email Sarah via website. **ACTION:** Amy Clayton to enable this contact
2. Thanks were expressed to Kevin White for building the gate into the disabled entrance off Fore Street
3. Jobs list: shed bolt needs fixing, coat hooks need putting up and wooden PO holder needs to be put on wall. **ACTION:** Rob Ford

**Next committee meeting scheduled for 30<sup>th</sup> Sept after the AGM**