

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 18<sup>th</sup> August 2014** at Paula Nelson's house at 7.30pm

**Present:** AB, DC, TW, RM, PN, RC.

**1. Apologies for absence – Mary Whiting, Claire Kimber & Rob Brown**

**2. Minutes of last meeting held on 14<sup>th</sup> July 2014 – Agreed a correct record and signed.**

**3. Matters Arising**

**Steam Cleaner** – New one now in the shop.

**Cleaning Chart** - Volunteers are starting to use the new chart.

**Walls Outside** – Paint had been received but DC was not sure if it was the right colour. It was suggested to try it and see. DC had cleaned the wall and the outside area of the shop recently.

**Fridges and Freezers** - Following the problems we had when a fuse blew on the water heater which also affected the fridges and freezers Rob Leach had agreed to put the heater on its own fuse to prevent this happening again. **Action: RL.**

**Sheri Carrot Cake** – DC had asked to see her certificate and was waiting for a response.

**Sympathy Cards** – These were now in the shop.

**Acrylic Display** – Some of the display items had been received and were in use on the cake table at present. It was thought these were good and it was suggested and agreed to expand the range of sizes. **Action TW to order**

**4. Financial Report**

**July Accounts** – These were presented by DC. It was noted that the net profit for July was £735 and that the total sales were £12,398. Peter Gee had produced a Monthly Review of trading for July which proved to be most informative and interesting. Peter was congratulated on his efforts.

**General Trading** – Most sales were showing an increase however fresh meat and wines were showing a drop in sales value over July 2013. The recent “Beautiful Days” event at Escot had increased sales and a poster encouraging those attending placed at the entry into Payhembury from Luton, may have helped. Next time more posters would be used. It was hoped that we would be able to have more Yellingham Beef for sale however space in the freezers was at a premium at present and ways to overcome this would be considered.

**Change of Bank** – Although the necessary papers had been completed and sent off to Barclays Bank no response had yet been received.

**5. Buyers meeting** – The meeting held on Wednesday 16<sup>th</sup> July had been useful and these meetings would continue in the future as it was felt they helped to get everyone involved.

**6. Volunteers Report** – AB was happy with the response recently and indicated that there were no problems.

**7. Quarterly Shop News Letter** – This had been issued early in August. The format was thought to be excellent and Claire was congratulated. The next member of the committee to be

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featured would be Tim as Vice-Chairman. Another supplier of produce to the shop would also be selected.

**Parish Paper** – The feature in the Parish Paper for the AMM was thought to need a little more information to encourage people to attend. It was suggested to add to the feature, the Raffle money available and invite the village organisations to apply for a share of the money.

8. **Kafevend demonstration (Coffee Machine)** - This was to be held at the shop on Wednesday 20<sup>th</sup> August at 11.00am. This would give the committee a chance to assess the machine and consider whether it was practical and worthwhile.

9. **AMM Notice of Meeting 16<sup>th</sup> October (Parish Paper)**

Notice of the meeting was required to be put into the Parish Paper next month and posters advertising the meeting would be required and Agendas and other reports, need to be prepared. Refreshments would be arranged.

10. **Any Other Business**

**Cigarettes** – From April 2015 the cigarettes would have to be covered. It was suggested that they could go into the top draw on the left of the till.

**M&AV Spaul** – Book of items available recommended by the Plunkett Foundation is to be passed around the committee for comments. Some of the items would lend themselves for use with a peg board and therefore be easier to display. **Action All**

**Janet East** – Appreciated the help given by RC with her order.

**Tastings** – More tastings had been requested but it was felt that this was now more difficult to arrange.

**Bread** – It was noted that Baker's bread is made with animal fat. For those who did not wish to buy this bread there were alternatives in the freezer at the rear, as Cuisine de France do not use animal fat in their bread.

**Space** – It was felt that space in the shop was not being used as effectively as it could be. A review of the space would be conducted and reviewed. **Action All**

**Shelves** – The shelves at the end of the main shelves near the window were felt to be a waste and therefore should be taken down.

**Tables** – The cake table and the reduced price table tended to take up a lot of room and it was felt that the area could be improved by building out a made to measure area from the existing wall by the door. Designs for this would be needed. **Action TW to draw up the plans.**

11. **Date and venue of next meeting** - Agreed to meet on **Monday 13<sup>th</sup> October 2014 at 7.30 at Anne Baxter's House.**

**Thanks were expressed to Paula for her hospitality.**