

Payhembury Shop Committee

Minutes of meeting held on **Monday 20th January 2014** at Anne Baxter's house at 7.30pm

Present: AB, DC, PN, MW, RM, CK, RC.

1. **Apologies for absence – Rob Brown & Tim Woolgar**
2. **Minutes of last meeting held on 18th November 2013** – Agreed a correct record and signed.
3. **Matters Arising**
 - a. **Figgy Puddings** – It was noted that there were only two left and these would be used for the Volunteers party on 6th February.
 - b. **Wreaths** – DC had ordered 20 of the wreaths for 2013 however there were 7 unsold. It was agreed to reduce the number ordered for 2014 to avoid any being left over.
4. **Financial Report** – DC presented the items –
 - Accounts for November** - It was noted that there was a surplus of £286.
 - Balance Sheet as at 31.11.13** – The stock in hand figures were still not quite right and therefore a mini stocktake would take place on the items showing the highest discrepancies. It was suggested that the stocktake could be done by volunteers during the daytime when quiet periods occur and DC would organise the appropriate paper work and instructions. In respect to meats these were a problem trying to reconcile and it was suggested that there were too many buttons on the till and that they need to be rationalized. DC would investigate. **Action DC**
 - Accounts for December** – It was noted that there was a surplus of £184.
 - Balance sheet as at 31.12.13** – There was disappointment that the surplus figure was not more however it was felt that there were reasons that may account for this. To ensure that we are ordering products most effectively, a meeting will be arranged to discuss the matter with all those that carry out the ordering process. **Action DC to arrange**
 - It was suggested that the high visibility labels that have been used in the past could be used more to highlight certain products, special offers or low prices. DC asked everyone to think about this subject and let him have any suggestions. **Action All**
 - Christmas Trading and general trading** – K&M had indicated that they were disappointed with the amount of meat we were ordering from them and were concerned whether delivery was worth their while. Alternative suppliers were being investigated. Since losing the greeting cards other than Bad Mice it was thought we needed another brand to supplement those. CK had purchased some Milkwood cards which seemed to be popular when they were sold previously. It was therefore agreed that we should put in an order for some Milkwood cards. **Action DC/CK**
 - Turkeys** - Janet East had indicated that she could supply Turkeys for Christmas in 2014 at a cheaper price. It was thought that Jason (our present supplier) would not mind as he has other buyers waiting. DC would speak with Janet as soon as possible as Jason needs to be informed by March. **Action DC**
 - Banking arrangements** – RB is preparing statements to take to alternative banks due to the poor treatment from our existing bank. **Action RB/DC**

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5. **Volunteers Report** – Everything is ticking over nicely at present. It is hoped that there will be 3 new volunteers shortly. The plans for the volunteers supper party on Thursday 6th February is in progress. It was suggested that we use the last of the Figgy Puddings as part of the sweet. Wine and juice to be supplied by the shop and Tim would be asked to help.

Action AB to speak to TW

Training - Dry Cleaning – As there is continuing problems with how to deal with the dry cleaning RC agreed to produce a card with 5 bullet points on to help volunteers and this would be put in the dry cleaning book.

6. **Lottery** – We had received a visit by the lottery organisers to see if we would consider having lottery raffle tickets however, this would mean having quite a large machine installed in the shop and there were concerns as to where it could be put as well as the security issues. It was therefore agreed that we do not pursue this issue.

7. **Any Other Business** –

Credit Card Machine - Concern was expressed in regard to the loss of business caused by the lack of a working credit card machine and it was suggested that we make a claim for a suitable amount of money. This was agreed and DC would process. **Action DC**

Debit/ Credit Cards – As we are charged when a customer uses a credit card as against a debit card it was suggested that we should cover this cost by introducing a charge of 30p when a credit card is used. **Action DC**

Customer Accounts – The rule re accounts was that customers would buy at least one share in the shop as a way of showing solidarity. It was also suggested that there was an account created that could be used if the credit card machine was not useable in future to store purchases until they are paid off. This seems a good idea and will be investigated. **Action DC**

Locally produced food – It was suggested that we investigate the possibility of locally produced foods that could be purchased as presents or for special occasions. This suggestion would be included on the ordering list and investigated with our suppliers. There was some concern about selling locally kitchen produced products unless the person concerned has a certificate of approval.

8. **Date and venue of next meeting** - Agreed to meet on **Monday 10th March 2014 at 7.30 at Paula Nelson's House.**

Thanks were expressed to Anne & John their hospitality.