

Payhembury Shop Committee

Minutes of meeting held on **Monday 14th July 2014** at Mary Whiting's house at 7.30pm

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

1. **Apologies for absence – Paula Nelson & Rob Brown**
2. **Minutes of last meeting held on 19th May 2014** – Agreed a correct record and signed.
3. **Matters Arising**
 - Steam Cleaner** – As the repair to the old machine could not be done it was agreed to purchase a new one from Bookers.
 - Cleaning Chart** – A new chart had been instigated and volunteers would be requested to take on cleaning tasks as set out.
 - Walls Outside** – Paint had been received and DC asked if JB could help him to clean and paint the shop wall.
 - Food Fayre at Escot** - This event was cancelled so no further action needed.
 - Fridges and Freezers** - Following the problems we had when a fuse blew on the water heater which also affected the fridges and freezers it was agreed to speak to RL to see if the heater could be on a different circuit to prevent this happening again. **Action: DC to talk to RL.**
 - Raffle**- Changes to the prize as a voucher for the raffle seems to have improved the number of people taking part.
4. **May Accounts and accounts for June and the year 2013/14** – These were presented by DC. It was noted that the net profit for May was £330 and that the total sales were £10,946. In June the net profit was £1276 and that sales for the month were £12,868.
 - General Trading** – Most sales were showing an increase and there were no items that showed any serious fall.
 - Annual Members Meeting** – It was hoped to hold this meeting on Thursday 9th October in the evening.
 - Buyers meeting** – The next meeting was on Wednesday 16th July and John Baxter was invited to attend instead of PN who was recovering from an accident.
 - Notice Board** – It was suggested that we use the board to announce “This weeks special” where items are reduced or too many items are in stock and we need to sell before they go out of date.
5. **Volunteers Report** – AB indicated that filling of the rota had improved since she sent out the email threatening to shut the shop. This week seemed reasonable. Those youngsters who are doing Duke of Edinburgh and who wish to work in the shop need to provide a note from their parents, be at least 15 years old and must work with an experienced volunteer.
 - Use of Till** – There had been several errors made in the use of the till recently and to prevent these happening again it was agreed to discuss ways of improving the volunteers use.
 - Action DC/RC**
6. **Quarterly News Letter suggestions for next issue** – The next issue would be early August. It was suggested that the letter should be ‘more newsy’ rather than just a list of products we sell. One suggestion was to feature members of the committee perhaps under the title of

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“Do you know your Committee”. Another suggestion was to feature those that provide the shop with the produce “Maddocks” Salad Bags was suggested for the first item.

Parish Newsletter - It was noted that the present shop advert was too black and difficult to read and that it needed to be changes. It was also suggested that the advert could be changed more regularly to reflect the produce in stock for the various seasons of the year.

Action: TW agreed to look at this.

Shop Notice Board in the Parish Hall - Apparently there is a notice board in the hall which has never been used by the shop. It was agreed that we should take advantage of this board.

Action: CK agreed to provide some appropriate notices.

7. **Raffle Funds for Distribution** – It was agreed to try and encourage volunteers to suggest to the customer to take part in the raffle in order to build up funds. Following this action, organisations in the village would be approached to invite requests for the money. **Action AB**
8. **Coffee Machine** - A suggestion had been received that we have a coffee machine that would provide coffee for customers and it was agreed to investigate the proposal. **Action DC**
9. **Any Other Business**
 - Prizes for outside organisation** – It had been agreed some time ago that we would not give prizes for organisations events as this could escalate and mean loses to the shop. It was agreed that this policy should be confirmed.
 - Sheri Carrot Cake** – Sheri produces packaged individual slices of carrot cake for sale. The shop was asked if it wished to put this on sale. It was felt that these were of a quality that would be accepted and providing we are satisfied sheri has the appropriate food health approval certificate these could be put on sale. **Action: DC to follow up.**
 - Sympathy Cards** – It was felt that these cards would be too specialized for the shop but it was thought that other suitable cards were available.
 - Wrapping paper & Containers used for Olives and Sundried Tomatoes** – A further quantity of these were needed. **Action: AB to obtain**
 - Table** – Occasional changes to the cake table were suggested so that other produce could be highlighted. This would be considered in the future.
 - Stapleton Yogurts** – This is a good news item as many excellent comments had been received as to their quality and taste.
 - Acrylic Display** - This clear plastic is used for display stands and leaflet holders. It could be used for the table to provide tiers and also for the leaflets that are on the window shelf. **To be investigated.**
 - Fridge in the back room** - People putting items in the fridge are requested not to allow them to touch the rear of the fridge as it freezes the food.
10. **Date and venue of next meeting** - Agreed to meet on **Monday 18th August 2014 at 7.30 at Paula Nelson’s House.**

Thanks were expressed to Mary for her hospitality.