

Payhembury Shop Committee

Minutes of meeting held on **Monday 19th May 2014** at Anne Baxter's house at 7.30pm

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

1. Apologies for absence – Rob Brown

2. Minutes of last meeting held on 14th April 2014 – Agreed a correct record and signed.

3. Matters Arising

General Trading - John Baxter is now ordering the wine.

Meeting with the shop buyers - It was agreed that these meetings should continue on a bi-monthly basis.

Volunteers Report – A replacement for Claire M had been found and Pat Fowler would now carry out the task of assisting with the ordering.

Steam Cleaner – TW said he would chase up the repair as it was needed in the shop. **Action TW**

Cleaning Chart – This seems to have been well used. A new chart would be produced every other month so cleaning could commence again.

Walls outside – DC had spoken to RL and found out what the paint was and a painting working party would be formed in due course when the paint was available. **Action DC to organise**

4. Financial Report – DC presented the items –

Monthly Accounts for April – It was noted that sales in April were £10,652 with a gross profit of £1,366. After expenses had been deducted the net profit was £171. It was felt that we were on target and that the finances were doing ok.

General Trading – Most items were selling well although wines were slightly down on the same month last year. In respect to wines it was agreed to order on a weekly basis and also to have a regular monthly order of the specials as they became available from the wine shop. Specials could go on the shelf behind the till.

Agreement to change bank account – Barclays Bank had agreed to take over our account from Santander. The committee agreed to the change and DC would put into action. Two signatures were required for cheques and TW would continue and PN agreed to be the other.

5. Volunteers Report – The last two weeks had been sluggish and AB had to work hard to provide cover. The Sunday rota was now up and running. It was noted that some volunteers were still having problems with the till. AB would send out a reminder to look at the instruction manual if they were having difficulty. It was further agreed that when a customer uses their account especially if they pay it off, that a receipt is always given with the hope that if a problem occurs they have a record and that any disputes can be resolved.

6. Quarterly News Letter – It was felt that the first issue was excellent. Committee members were encouraged to contact Claire M if they wish to suggest ideas or content for future issues.

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7. **Refrigeration for fruit and vegetables** – An outside refrigeration unit was suggested for the fruit and vegetables. After discussing the various issues involved it was felt that the costs of a chiller unit would not off-set the cost of the waste that occurs. In future so the produce looks its best any items that look poor would be removed as soon as possible.

Table in shop – PN agreed to provide a tea set to enhance the table when required. It was also noted that from next week we would be ordering cakes for both Tuesday and Friday.

8. **Any Other Business**

Food Fayre at Escot – PN felt we should be involved with this event and it was agreed we would consider this idea when more details were available. **Action PN to investigate**

Flags – It was suggested that we invest in some flags to use round the shop to promote the World Cup Football and also when that is over promote Devon by have some Devon Flags.

Sausages – Sausages do not seem to be selling too well recently so it was agreed to slightly alter the sign that informs the customer where they are to make it clearer.

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**

Raffle It was reported that the Roast Dinner raffle was not doing very well recently and was barely covering the cost of the prize. Volunteers would be asked to encourage customers to enter. A possible change to a £15 voucher would also be considered if entries did not improve.

9. **Date and venue of next meeting** - Agreed to meet on **Monday 14th July 2014 at 7.30 at Mary Whiting's House.**

Thanks were expressed to Anne for her hospitality.