

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 14<sup>th</sup> April 2014** at Mary Whiting's house at 7.30pm

**Present:** AB, DC, TW, MW, RC.

1. **Apologies for absence – Rob Brown, Claire Kimber, Paula Nelson, Roz Mullin**
2. **Minutes of last meeting held on 10<sup>th</sup> March 2014 –** Agreed a correct record and signed.
3. **Matters Arising**
  - a. **Banking arrangements** – Banks are not responding however DC managed to get an appointment on 29<sup>th</sup> April at Barclays and would take matters further then. RC agreed to accompany him. **Action DC/RC**
  - b. **Letter to shareholders** – Trade was up recently and it was hoped that the letter had helped to achieve this.
  - c. **Butcher** - It was reported that Kevin of K&M butchers has had a heart attack but that he was recovering. His family are continuing to run the business. He was wished a speedy recovery.
  - d. **Bay Tree** - Goods from Bay Tree were now available in the shop and so far seem to be selling quite well. Progress would be monitored with the prospect of reordering those items that sell well and considering other items to replace those that don't.
  - e. **Cream** - Alternative cream was now being ordered from Hawkridge which is far creamier and liked however it is more expensive than the cream from Gundenham Dairy. This gives choice as both continue to be ordered.
  - f. **List of where goods are on the till** - The list is proving very useful.
  - g. **Hot Cross Buns** – These were now being ordered and extra quantities would be available for Good Friday.
  - h. **Door Stop** - Need to investigate some type of stop for the door when pushed open rather hard.
4. **Financial Report –** DC presented the items –

**Monthly Accounts for March** – These showed a profit of £512 for March 2014 and a profit for the first nine months of this financial year of £457.

**Profit & Loss Account** – This showed comparisons between 2011-12, 2012-13 and the first nine months of 2013-14. It was noted that Sales figures for the first six months of 2013-14 were slightly up.

**General Trading** – Fresh meat was showing a lower sales but this was probably due to reduction in prices for frozen meat to clear stock and wines were also showing a reduction which may be because stock has been allowed to get low. It was agreed that we needed someone to keep a closer eye on stock levels of wine and AB indicated that John Baxter may be willing to take this on. **Action AB**

**Credit Card Machine** - DC reported that he had now received £240 as a result of changing the machine suppliers.

**Trading Trends** – Peter Gee had produced a chart showing the trading trends over March/April compared to the previous year which showed April to date being on a par to the previous April.

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5. **Meeting with shop buyers** – A meeting with the shop buyers took place on 9<sup>th</sup> April with nine buyers attending. These meetings are proving successful and will continue on a regular basis in the future. The new Newsletter was discussed and Claire McMurtrie agreed to take on the production with the first edition to appear in May. Any items for the newsletter should be forwarded to Claire.
6. **Volunteers Report** – Pam had received a bump on the head and was therefore out of action for the time being. There were many spaces on the attendance list at present due to holidays and volunteers were being asked to try and cover. An additional helper to replace Claire M with ordering once she starts her new job will be discussed with Dawn and Wendy.  
**Action DC**
7. **Contribution to the Parish Hall** – DC had spoken to LG re a suitable donation for the use of the Village Hall for shop events and it was agreed to give £100 and also to support the Parish Magazine with a donation of £100.
8. **Share Holders** – DC indicated that we need to go through the shareholders list to ensure everyone is listed. **Action DC/RC**
9. **Any other business**
  - Open Chiller Unit** – There was a need to try out ways to help this unit to keep the temperature more stable. **Action DC/RC**
  - Mary Whiting** – Mary indicated that she would be giving up working on Sunday Mornings from May so an alternative was required. AB to consider a possible rota. **Action AB**
  - Congratulations** - RC expressed his appreciation for the way the volunteers all helped to make the shop successful.
  - Steam Cleaner** – the cleaner had broken down and TW would get repaired or replaced.
  - Price comparison list** – This needed to be larger and it was agreed to take to the print shop in Honiton to be copied to A3 size. **Action DC**
  - Cleaning Chart** - As the shop shelves and other areas of the shop required cleaning on a regular basis, it was agreed that a chart showing all the areas concerned should be produced which could then be marked as cleaning is done. This would also indicate areas that needed cleaning thus avoiding duplication. Volunteers during quiet periods would be encouraged to do this. **Action TW would construct the chart/AB would contact the volunteers to explain and encourage use.**
  - Walls outside** – DC indicated that the walls outside the front of the shop need repainting and that he would contact Rob Leach to see if they had any paint left. **Action DC**
10. **Date and venue of next meeting** - Agreed to meet on **Monday 19<sup>th</sup> May 2014 at 7.30 at Anne Baxter's House.**

Thanks were expressed to Mary for her hospitality.