

Payhembury Shop Committee

Minutes of meeting held on **Monday 18th November 2013** at Mary Whiting's house at 7.30pm

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

1. **Apologies for absence – Rob Brown**
2. **Minutes of last meeting held on 14th October 2013** – Agreed a correct record and signed.
3. **Matters Arising**
 - a. **Shelf Strips** - These have mostly been put into position on the shelves.
 - b. **New flooring** –DC has now sourced the detergent required to clean it and will order.
Action DC
 - c. **Volunteers Report** –Sue Derbyshire had put together a note regarding the early closure of the shop and the need for more volunteers. The note had now appeared in the Parish Magazine.
 - d. **New Freezer** – This was now in place and a new range of ready meals and other goods were stored in it. DC was about to order further supplies of those items that had been selling well.
 - e. **Figgy Puddings** – It was noted that there were only four left and it was suggested that if unsold we use them as prizes.
 - f. **Flyer** – The flyer publicizing the Christmas produce and the new range of frozen goods had been lost and TW agreed to produce another copy. **Action TW**
 - g. **Mistletoe and Wreaths** – DC had ordered these and hoped they would be delivered early in December.
 - h. **Opening times for the shop over Christmas** – The time open for Boxing Day was amended from 9-11 to 10-11only.
4. **Financial Report** – DC presented the items –
Accounts for October - It was noted that there was a surplus of £533.
Balance Sheet as at 31.10.13 – The stock in hand figure appeared to be incorrect as some items were showing a large amount when there wasn't. DC suggested that there would need to be a mini stock-take in order to correct these figures.
Group Sales and Profit for October – These were presented and seemed much more accurate than previously. The problem with the Fresh Meat still needs some adjustment and the Payhembury Own Brand was also in need of investigation. It was noted that there was a slight decrease in profits in October 2013 as compared with October 2012.
Banking arrangements – Due to the restriction placed by the bank on the amount of money available in the current account each month and the flow of payments for goods at the end of each month which exceeded this restriction. DC was having trouble with Santander and as a consequence it was suggested that we investigate an alternative bank that may treat us better. DC agreed to speak to RB. **Action DC**
Bookers new arrangements – The credit limit put on our account with Bookers was £1,000. However they were only taking the money every 2 weeks so that our limit was going down restricting our ordering. This has now been rectified and they will take out the money every week and increase our credit limit to £1500.

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5. Christmas Arrangements

Turkey and Goose prices – It was agreed to charge £7.60 per kilo for turkeys and £9.60 per kilo for Goose. The birds would be delivered on Monday 23rd December and customers would be expected to collect them after 9.30am on that day from the Parish Hall. It was suggested that white bin liners would be suitable to put the birds in, keeping any meat soiling off other goods. Two separate forms to be produced for customer ordering, one for the birds and another for the rest of the goods. TW would produce the birds form and DC would copy the previous year's form for the rest. Both forms to be on the counter as soon as possible. The closing date for orders is 16th December.

Other meat for Christmas – There may be some Beef from Janet and would be investigated. There would be a need to order extra especially Ham joints.

Volunteers required – Extra staff would be needed for weighing and packing boxes with fruit and vegetables and other goods. It was decided to devote Saturday 21st December from 1.00pm onwards for the packing of non-perishable goods. **Action AB to arrange**

6. Volunteer Report – Not a lot to report as all is running fairly smoothly. TB would cover the Boxing Day opening.

7. Mission Statement – It was felt that the existing strap line is good (perhaps change the word 'your' to 'our') and that otherwise there is no need to change it. It was felt that we needed some way of making it clearer that the shop is open perhaps by a lit sign in the window. DC and TW to check the old ice cream sign to see if it could be altered. **Action DC/TW.** TW agreed to print more of the welcome leaflets. **Action TW**

8. Any Other Business –

Volunteers Event – It was agreed to arrange a thank you event for volunteers in the New Year with food and drink and would be on a RSVP arrangement. This would be actioned in January for a date in February. **Action AB/PN**

Chairman's Report – Sue Derbyshire had requested a copy of the report and RC said he had copies and would provide to DC to forward.

Shop Gift Vouchers - RM would like some of these to give as prizes for the Christmas Raffle. TW would print some. (After note these are now in the shop)

Beers – There was a suggestion for alternative cheaper beers to sell in the shop, however it was decided to continue with those we already have. DC had just ordered a further supply. CK suggested that in order to put the shop in the spotlight that we sell drinks at the forthcoming play in the Parish Hall using the wine from the shop. It was not known if this would be acceptable to the organiser and it was suggested that John Somers be contacted.

Action CK

9. Date and venue of next meeting - Agreed to meet on **Monday 20th January 2014 at 7.30 at Anne Baxter's House.**

Thanks were expressed to Mary for her hospitality.