

Payhembury Shop Committee

Minutes of meeting held on **Monday 13th October 2014** at Roz Mullin's house at 7.30pm

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

1. Apologies for absence – Tim Woolgar, Rob Brown

2. Minutes of last meeting held on 18th August 2014 – Agreed a correct record and signed.

3. Matters Arising

Walls Outside – DC has now completed the painting which has made a great improvement.

Fridges and Freezers - Following the problems we had when a fuse blew on the water heater which also affected the fridges and freezers, Rob Leach had agreed to put the heater on its own fuse to prevent this happening again. This has yet to be completed. **Action: RL.**

Change of Bank – Although the necessary papers had been completed and sent off to Barclays Bank they now indicate that they have lost the paperwork. It was felt that if they do not find it that we stay with our present bank.

Buyers Meeting – DC agreed to arrange another meeting as these were thought to be useful.

Quarterly Shop News Letter – The next issue is due in November. It will feature Tim as Vice-Chairman of the committee and it was agreed that we should also include the Christmas details and the hot drinks machine. PN agreed to look out some recipes suitable for making at Christmas to also include.

4. Financial Report

September Accounts – These were presented by DC. It would seem that we are doing well and are making a profit. Peter Gee had produced a Monthly Review of trading for September where sales were £600 higher than in the same month in 2013. The figure for the last quarter July to September gave an increase in sales of £2,500. Peter was congratulated on his report.

General Trading – Most sales were showing an increase however fresh meat was still showing a drop in sales value over August/September 2013. Yellingham Beef would be available again shortly and it was agreed, as it sells well, that we should up the quantity if available. Bakers had provided a couple of free sample ready meals for us to try and as they had been in the freezer in the back room for some time it was felt that we should get them out and put on sale. There was still some difficulty in getting the two computers (the till and the one in the back room) to co-ordinate with each other so David Conway would be invited back to see if he can sort the problem out. Wendy Gee had come up with a suggestion for the volunteers to help with stock control and hygiene. This would involve a volunteer adopting a section of stock and be responsible for looking after it. It was agreed that it seemed a good idea and could be trialled out. The Best Before guidance notes would need to be updated as it was agreed that prices should be reduced by 50% on the day before the date expires.

5. Volunteers Report – After a difficult September AB was happy with the response recently and indicated that there were no problems.

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6. Christmas Ordering

Turkeys/Geese – PN has in hand and had arranged for delivery to be made on Tuesday 23rd December. Prices would only be slightly higher than last year but still good value. PN would prepare the paperwork as far as the Turkey/Goose ordering is concerned and RC would organise the order sheets for other items. It was also hoped that there would be extra Yellingham Beef available for Christmas. Figgy puddings were on order and should arrive shortly.

Trip to Mackro – DC and AB would go and select appropriate items to extend the range of products for Christmas including packs of Christmas Cards.

Wreaths – As we did not sell all the wreaths last year it was agreed not to purchase this year.

Pumpkins – Not Christmas but CK and RC would see if we can get some for the shop for Halloween.

7. AMM Meeting 16th October

Refreshments – AB & PN would organise.

Committee Members – Clare Kimber had asked to come off the committee due to other commitments and she was warmly thanked for her help over the past few years. She agreed to continue to oversee the greeting cards however for which the Committee is grateful.

Wendy Gee had agreed to join the committee and it was hoped would be voted on at the AMM.

Shop Raffle – Five organisations had put in bids and had been accepted. It was agreed that each one would receive £100.

8. **Coffee Machine & Windows** – The installation of the windows will cost £480 and will improve the area outside considerably. It was suggested to do away with the awning over the fruit and veg stand as it gets very dirty and cuts out light. It was hoped to have further seating to encourage customers to stop for a drink. It was noted that we should be charging VAT on the hot drinks and that this can be covered in the existing cost. There was discussion about the position of the drinks machine but no solution was found.

9. Any Other Business

Freezers – There was some concern that the freezers were not getting cold enough so DC had arranged for an engineer to check them out.

Advert in Parish Magazine – Due to changes in delivery date for the dry cleaning and the absence of any mention of the hot drinks it was agreed that the advert needed updating.

Christmas carrier bags – RC would investigate suitable bags for the Christmas period.

10. **Date and venue of next meeting** - Agreed to meet on **Monday 17th November 2014 at 7.30** at Anne Baxter's House.

Thanks were expressed to Roz for her hospitality.