Payhembury Shop Committee

Minutes of meeting held on **Monday 12th August 2013** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence – Rob Brown**

2. **Co-option of Paula Nelson and Mary Whiting onto the committee** – Unanimously agreed.

3. **Minutes of last meeting held on 10th June 2013** – Agreed a correct record and signed.

4. **Matters Arising**
   a. **Shelf Strips -** TW had still to produce these and will try to do so next week. **Action TW**

5. **Financial Report** – DC presented the Year Ended 30.06.13 Accounts. This showed an improvement over 2012 with a surplus of £5,562.
   New Account bookkeeping – Geraldine Coates Accounting have agreed to take on the role of bookkeeping for the shop at £10 an hour and have already commenced the job and will soon produce their first report. It was estimated that in the future it will only take half a day a month.
   Group Sales – DC also presented the Group Sales for July 2013 with a comparison with July 2012. There was an anomaly with the figure for Bread which is thought to be an error but has yet to be found. The Fresh Meat item was also incorrect and needed further investigation. As there was a large amount of frozen meat which needed to be reduced it was decide to provide a 10% discount to volunteers until the end of August. New ordering times for meat were announced and would be last thing on Tuesday for Wednesday morning delivery. Further consideration for an additional order for late Thursday for Friday delivery would be considered.
   Layout of shop – All committee members were requested to think about the layout of the shop to see if it could be improved and to bring back their suggestions at the next meeting. **Action All**

6. **New Arrangements for monthly accounts** – Covered above in 5

7. **Date for AMM** – Agreed Thursday 10th October at 7.30pm subject to the hall being available.

8. **Cheque signing, someone to replace Annette** – It was agreed that David Curran should be the new signatory.

9. **Trading for June & July** – As Rob was not available there was no report.

10. **Volunteers Report –** It was reported that we had to shut the shop early for the first time since we opened which was disappointing. However, about five new volunteers had come forward following that event. Sue Derbyshire had put together a note regarding the closure and the need for more volunteers and it was agreed that with a slight alteration, Sue be asked to put it in the next Parish Magazine.

11. **Arrangements for new flooring** – The floor in the back store room was due to be replaced during the weekend of 17th & 18th August. Volunteers were asked to assist with moving the contents of the room on Friday 16th from 2.00pm (light goods only) and also on Saturday from 12.00noon for the heavy items. A notice to inform the customers of the restricted sales on Sunday morning would be compiled. There would be no baking on the Sunday. Assistance would also be needed to return the contents on Monday 19th August.

12. **Thank you for Richard and Annette** – It was agreed that David would make a special announcement at the AMM on 10th October. **Action DC**

13. **Any Other Business**

    A. **DVD's loaning** – CK reported that she is preparing the DVD's and would start as soon as the shelving was in place. The shelving needed painting and then erected. AB said that John B would be able to carry this out.
    B. **More advertising and publicity of the suppliers we use** – Everyone was asked to consider how this could be done. A strap line was also needed. **Action All**
    C. **Raffle for roast** – It was suggested that as fewer people were entering each week that it should be drawn fortnightly instead, however it was felt that it would not improve entries so it was decided to continue weekly. Volunteers would be asked to promote the raffle more when serving customers. An amount of £595 had been collected which was being held to give to village organisations when they apply for funding. It was agreed to announce the fact that the money is available in the Parish Magazine and invite applications for the funding by 10th September. MW would contact various organisations to encourage application. **Action MW**
    D. **Christmas arrangements** – Turkeys and Geese would be sourced as last year by PN with support from AB and MW. It was agreed not to sell Christmas Trees this year due to lack of storage space. Ordering in advance for ingredients of puddings and Christmas cakes would be considered. RC indicated that he was hoping for some Figgy Puddings to be available. The company Georgie Porgie was also worth contacting in respect to Christmas Fayre. It was agreed to contact Nicki Perrington in respect to her Christmas decorations.

14. **Date and venue of next meeting -** Agreed to meet on **Thursday 19th September 2013 at 7.30 at Anne Baxter's house.**

Thanks were expressed to Anne & John for their hospitality.