

# Payhembury Shop Committee

---

Minutes of meeting held on **Monday 14<sup>th</sup> October 2013** at Paula Nelson's house at 7.30pm

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

1. **Apologies for absence – Rob Brown & TimWoolgar**
2. **Election of Chairman** – Agreed that David Curran continue as Chairman for the coming year.
3. **Election of Vice Chairman** – Agreed that Tim Woolgar continue as Vice- Chairman for the coming year.
4. **Election of Secretary** – Agreed that Roy Clark continue as Secretary for the coming year.
5. **Election of accounts overseer/advisor** – Agreed that Rob Brown will take on this position.
6. **Minutes of last meeting held on 19<sup>th</sup> September 2013** – Agreed a correct record and signed.
7. **Matters Arising**
  - a. **Shelf Strips** - These had now been produced and are currently being put into position on the shelves.
  - b. **Meat** – K&M butcher had recommended that frozen meat only be kept for two months however after some research it was established that others keep it frozen for up to 12 months. It was considered ok to keep for 6 months and then reduce it for a quick sale.
  - c. **New flooring** –DC suggested that it needs a special detergent which he will endeavour to source. **Action DC**
  - d. **Cheque signing, someone to replace Annette** – It had been agreed that David Curran should be the new signatory however the bank was causing some problems and this had not yet been completed. **Action DC**
  - e. **Volunteers Report** –Sue Derbyshire had put together a note regarding the early closure of the shop and the need for more volunteers and it was agreed that with a slight alteration. Sue had been asked to put it in the next Parish Magazine but this had not appeared. **Action CK to check with SD**
  - f. **Canvas Bags** - In respect to our existing canvas bags of which we have 70, it was suggested that these could be given to customers at Christmas that purchase at least £30 worth of goods.
8. **Report of AMM** – It was generally felt that the meeting went off well. The refreshments seemed to have been welcomed and would be provided again. Thanks to Paula & Anne for serving these.
9. **Financial Report** – DC presented the items - Balance sheet as at 30.09.13. It was felt that we should endeavour to reduce the amount owing to the commercial loan in order to reduce the interest paid. This idea would need to be carefully researched in case early payment meant we had to pay an extra premium.

# Payhembury Shop Committee

---

**Accounts for September** – These were presented and seemed much more accurate than previously. The problem with the Fresh Meat had been resolved. However Payhembury Own Brand was still incorrect. It was noted that there was a slight decrease in profits in September 2013 as compared with September 2012.

**10. Volunteer Report** – AB was fairly encouraged and felt ok at present. MW reported that a new youngster was about to start.

**11. Shop Layout /new products** – The new freezer had been ordered (may come this week) and would be put next to the other freezer and the chill cabinets would be moved up closer to the new card display. In respect to the new card display CK agreed to monitor and replenish as required. **Action CK.** With the new freezer we will be able to extend our range and include ready meals and other frozen products. It was reported that there were additional DVDs and Videos now in the shop and CK would prepare these.

**12. Mission Statement** – As Tim was absent it was agreed to leave till the next meeting.

**13. Christmas arrangements** – The visit to Bookers by DC/PN/AB to select Christmas based products is due to take place on Monday 28<sup>th</sup> October at 10.00am. PN had provided a wish list. Figgy puddings seem to be a success so far with over half already sold. It was agreed to have a Christmas Raffle which Roz agreed to arrange. Prizes would be £10 and the number of prizes would be according to the amount received. It was agreed to allow the school's Christmas raffle to be in the shop but a place separate from the counter would be needed. The Christmas and turkey order lists for customers would be available mid-November. It was suggested that flyers be used to publicize the Christmas produce as well as the new range of frozen food that will be available. **Action DC to speak to TW.**

**Christmas and New Year opening times** were agreed as follows:

**Tuesday 24th December 8 – 12, Wednesday 25<sup>th</sup> December Closed,**

**Thursday 26<sup>th</sup> December 9-11, Tuesday 31<sup>st</sup> December 8-12, Wednesday 1<sup>st</sup> January 9-11.**

**14. Any Other Business** –

**Payhembury Play** – Agreed to sell ticket for the play in the shop which would be available from 4<sup>th</sup> November. The play commences at the end of November.

**Halloween** – It was agreed to order suitable small packs of sweets for Halloween and also Pumpkins. The pumpkins were in hand but were waiting for availability to be sorted.

**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.

**Mistletoe** – DC would try to source this along with the wreaths as last year.

**15. Date and venue of next meeting** - Agreed to meet on **Monday 18<sup>th</sup> November 2013 at 7.30 at Mary Whiting's House, Monkton Park Farm.**

**Thanks were expressed to Paula for her hospitality.**