

Payhembury Shop Committee

Minutes of meeting held on **Monday 15th April 2013** at Tim Woolgar's House at 7.30pm

Present: AB, DC, CK, RM, TW, RL, AL, RC.

1. **Apologies for absence – None received but Rob Brown absent**
2. **Minutes of last meeting held on 11th March 2013** – Agreed a correct record and signed.
3. **Matters Arising**
 - a. **DVD's** – Shelves were arranged to take DVD's but due to the delay these shelves have been used for other goods. As summer is approaching it was decided to leave any action until the Autumn. CK would then arrange.
 - b. **Welcome card for new residents with details of the shop** – TW produced copies of this which was much admired and it was agreed to keep copies in the shop for use when required. **Louise and Jim** to be informed as they tend to welcome new comers to the village.
 - c. **Bad Mice Cards** – Details of the contact for these cards was indicated to be in the four draw cabinet in the shop and **RC agreed to investigate and order as required.**
 - d. **Opening Times for Easter and other bank holidays** – The times seem to work well and would be repeated when necessary.
 - e. **Monthly Recipe** – TW had spent time producing a nice copy to go into the Parish Magazine however Sue Derbyshire was unable to put in as provided, due to shortage of space. TW wondered whether it was worth him doing this if it was not going to be used. It was agreed to continue to send and hope it could be used however, if not to abandon the idea. TW had spoken to SD re the permanent advert in the magazine for the shop and this was agreed to be included each month. CK would do her usual article as a separate item. It was further agreed to put copies of the recipe on the counter for customers to take.
 - f. **Shelf Strips** – **TW agreed to produce these by the next meeting.** Annette would purchase some double-sided tape for those strips that keep falling off. **AL to purchase**
 - g. **Plants** – RC had investigated local plant nurseries and had identified Talaton Plants with an address in Payhembury and would contact them. John Goodman in Broadhembury would also be contacted. **RC/AB to deal with.**
 - h. **Floor in the back room** – TW had gained a quote from Disney for this to be done with a complete supply and fit price of around £1400 which was subject to seeing. Louise Granger had offered the remains of the flooring used in the Parish Hall however there is a problem with getting it fitted. **It was decided that TW would go back to Disney to arrange a visit and a final price** with the proposal that we would place an order with them.
4. **Parish Council Annual Meeting** – TW attended the meeting on behalf of the Chairman and read out the report which was gratefully received by those present.
5. **Financial Report AL/RB** – In the absence of RB Annette presented the following figures: Cash in current account £2795.14, Deposit account £19129 giving a total of £21,924.52.

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6. **Trading for March** - DC reported on the group sales for March 2012 and a comparison with March 2013 and it was noted that most products were selling well in 2013 but that there were a few that could do better and these would be investigated to see what could be done to improve their sales.
Future profitability – It was considered that we were on the right track and providing sales continued to be buoyant the future looked good.
7. **Product Range** – The regular monthly meetings between DC, RL, & RC had been held recently. It had been decided to move the soft drinks to a more prominent position to improve sales and this was carried out last Saturday
8. **Volunteers Report** – A Saturday Rota had been set up with five volunteers and 1 reserve involved and seems to be working well. Last week had been difficult as some of the regulars had been on holiday but this week seemed much better.
9. **Volunteers Till Training** RC – Now that most of the changes to the till had been resolved RC had given Anne B a list of dates when training would be given and AB agreed to circulate these. If any volunteer could not make these dates Roy would consider a date that would be convenient for them. Peter Gee now knew how to deal with till changes and would keep it up to date as well as correcting any further problems. It was thought therefore that we did not need to re-new David Conway's contract when it became due.
10. **Any other business**
 - a. **Rates Bill** - It was noted that we had managed to negotiate a nil rate for the shop for this financial year.
 - b. **Bookers Order** – It was noted that the back sheet of the delivery form from Bookers contained the items that had not been delivered and it was requested that this sheet should go in the red book for re-ordering. It was noted that RL had now highlighted all the new items on the order to help imputing.
 - c. **Minutes on the Parish Web Site** – Sue Derbyshire had asked if we would like the minutes to appear on the Parish web site in future. After discussion it was agreed that a limited version could be provided. **RC to inform SD and provide.**
 - d. **Raffle** – Few people knew where the money collected from the raffle was going and it was felt necessary to publicize the fact that it would go to local groups which would have to apply to us for funding. This would probably be done at the end of June as our financial period ends then. AB again asked about the possibility of a raffle button on the till.
 - e. **Thanks** - Len Salter had express his thanks and how well the shop was being run.
 - f. **Selling Tickets for events** – It was agreed that we would sell tickets in the shop providing it was an event that was to take place in Payhembury.
11. **Date and venue of next meeting** - Agreed to meet on **Monday 13th May 2013 at 7.30 at David Curran's house.**