

Payhembury Shop Committee

Minutes of meeting held on **Monday 11th March 2013** at Anne Baxter's House at 7.30pm

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

1. **Apologies for absence** – Annette Lemon.
2. **Minutes of last meeting held on 12th February 2013** – Agreed a correct record and signed.
3. **Matters Arising**
 - a. **DVD's** – CK is waiting for a suitable shelf or container for the display of the DVD's. DC & RL to investigate best solution.
 - b. **Welcome card for new residents with details of the shop** – TW indicated that this was still in production. Related to this a new resident wished to buy shares and have an account and it was thought a good idea to include information on how to do this in the card.
 - c. **Bad Mice Cards** – A letter had been received from Annette in respect to how we dealt with the company that supplies these cards and it was suggested that we contact them to see what the present financial arrangements were. **RC agreed to do this.** CK indicated that she had bought some packs of cards at a cheap price for her own use and at the same time had purchased some for the shop. The committee would like to see the cards to decide how they could be included with the existing stock. **CK agreed to bring along to the next meeting.**
 - d. **Opening Times for Easter and other bank holidays** – The committee agreed with the times set out but did note that the article in the Parish Magazine had the wrong times for the Saturday and Sunday.
4. **Financial Report RB** – RB presented figures for Profit/ Loss Accounts covering 2011/12 and 2012/13 years, a balance sheet including assets, liabilities & equity, and a cash flow statement. Overall the situation was considered to be satisfactory with a small surplus for the latest 8 months.

Stocktake – After the recent stocktake it was now felt that we had a true picture of the stock held which would help in future assessments of sales.

Trading for February - DC reported on the group sales for February 2012 and a comparison with February 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.
5. **Product Range** – The regular monthly meetings between DC, RL, & RC had not been held recently due to illness but would resume soon. RC reported that the new local Honey provided had been sold out and was reported to be excellent. More honey would be ordered **AL to do.**

RL spoke about the launch of the new wines now that most of the existing stock had been sold. It was expected to launch during the 1st week in April. Various ways of publicizing the

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launch were discussed and CK offered to assist. In respect to Beers, Ciders and Guinness, these would be purchased to reflect previous sales. Meats – volunteers questioned what to do with out of date meats, it was indicated that they would be frozen on the expiry date and a new date noted on the packing. The only exception was for chickens which had to be frozen a few days before the use by date. It was decided that the price for frozen meat would not be reduced until near the new frozen expiry date. Payhembury “round pound” idea was awaiting work on from **TW**. The idea of a leaflet drop was revived and **TW agreed to work on a design for this.**

6. **Volunteers Report** – Last week had been difficult as some of the regulars had been on holiday but overall reasonable but more volunteers are always required as it always seemed to be the same faces all the time. Weekend cover is becoming difficult. DC mentioned the Spring Clean that took place in the shop last Saturday and indicated that he was pleased with the response from volunteers and the efficient way in which the work was done.
7. **Till changes** – David Conway was still working on the till however many errors had been identified and although these were being relayed to David Conway more problems were revealing themselves. TW indicated that he could put buttons on the screen providing there was a PLU for the product. Peter Gee was investigating the problems of the till buttons and would report back on each area as completed.
8. **Any other business**
 - a. **Monthly Recipe** – Unfortunately the recipe for March did not go into the Parish Magazine as there was a mix up as to who was doing what, this would be corrected for the April issue. It was noted that it was necessary to know what the ingredients were so these could be stocked in the shop.
 - b. **Shelf strips** - It was suggested that to make the shelves look better a coloured card be put into the empty strips. **TW agreed to investigate this.**
 - c. **Parish Magazine** – CK requested items for the regular article for the magazine. Several items were noted.
 - d. **Permanent Advert in Parish Magazine** - When the shop first opened there was an advert in the PM and it was agreed to investigate what happened to this and to reinstate if possible. **CK to do this.**
 - e. **Plants** - There is a small nursery in Broadhembury that can supply these and it was agreed to pursue. **RC to do this.**
 - f. **Floor in back room** - There was discussion on what we could do with this floor to make it easier to clean. Further investigation was required as to what is available. **TW to obtain a quote for the flooring.**
9. **Date and venue of next meeting** - Agreed to meet on **Monday 15th April 2013 at 7.30 at Tim Woolgar’s house, Victoria Cottage next to pub.**

Thanks were expressed to Anne and John for their hospitality