

Payhembury Shop Committee

Minutes of meeting held on **Monday 13th May 2013** at David Curran's House at 7.30pm

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

1. **Apologies for absence – Annette and Richard Lemon**
2. **Minutes of last meeting held on 15th April 2013** – Paragraph 5, 2nd Sentence amended to read as follows: "However, there were several accounts where cheques are yet to be presented after which the total would be £19,409.93." Agreed after this amendment the minutes were a correct record and signed.
3. **Matters Arising**
 - a. **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. Not done but will do shortly.** There was a discussion about cards and it was felt that we needed a wider selection to suit all tastes. It was agreed to ask members of the committee to think about it and come up with suggestions at the next meeting. TW suggested that Jackie may be interested in monitoring the cards.
 - b. **Shelf Strips** – TW had not had time to do these. Double sided tape has been purchased and is in the second drawer down in the four draw cabinet. **TW to produce for next meeting.**
 - c. **Plants** – Plants were now on sale.
 - d. **Volunteers Till Training** – RC reported that 11 volunteers had received training.
 - e. **Homemade paper** – Annette had written a letter to Mrs Dashwood.
 - f. **Minutes on the Parish Web Site** –RC had contacted Sue Derbyshire and Sue had agreed to put on to the web site.
 - g. **Raffle** – Despite the article in the last Parish Magazine there had been no applications for funds as yet.
4. **Arrangements for book keeping & accounts** – Peter Gee and Tim Woolgar had an understanding and were working together. Tim has a debit card and online banking arranged. RB suggested that to make things easier there may be a suitable accounting piece of software online that could be used. **RB would talk to Annette on her return.**
5. **Financial Report RB** – The £1000 difference on the hardware tab had been resolved. RB circulated the Management Accounts and Profit/Loss account, and Cashflow Statement for information. As a consequence it was noted that the payments for stock seemed high in April when compared with previous months. **It was agreed to look at stock to ensure we are not over stocking with produce that was not selling.** At the end of April there was £21,186.17 in the bank and £694.07 in hand.
6. **Trading for April** - DC reported on the group sales for April 2012 and a comparison with April 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. It was noted that bread could be better if there was more variety so it

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was agreed to investigate Cuisine de France to see if they provide alternatives. **RC to do.** It was also agreed that we needed to think of more ways to enthuse customers. Perhaps by moving the newspapers further into the shop to encourage customers to come and look at other shelves. In respect to the shop not looking as if it is open from the road it was suggested that we should look at the illuminated sign upstairs to see if could be adapted as an 'Open' sign that could be illuminated when the shop is open. **TW agreed to look at the sign.**

7. **Product Range** - It was suggested that we do a leaflet drop to promote our products especially when the weather improves for such items as burgers and sausages for BBQ's. **TW agreed to produce a leaflet.** It was also suggested that we have baps in the freezer – **RC would investigate.**
8. **Volunteers Report** – Mo had agreed to be in the shop all day on Thursdays to check stock and identify out of date items as well as helping with the arrival of the bookers order. As a consequence of this she will no longer come in early on a Friday morning to help Roy. If another volunteer is willing to cover this it would be helpful. There were no other matters to report.
9. **Cost & arrangements for re-flooring back room** – Disney had been down to inspect the floor and it was revealed that there was no damp proof course which means that it will be necessary to paint one on. It was recommended that we have the safety flooring which is non-slip and members agreed the colour to be "Dusky Blue". The total cost would be in the region of £2058. It was agreed to go ahead and TW was asked to set a date in August for a Saturday afternoon and all day Sunday. The shop would have to be open on the Sunday but would provide a limited service.

10. Any other business

An email had been sent to RC from AL describing the arrangements that had been agreed to cover the accounts while Annette and Richard were away on holiday as set out below:
Both Tim and Robert will have Bank Cards and internet access within the next few weeks.
(TW has his already)

David will count the shop takings and prepare the banking and will bank the money.

Roy will check the change tin and obtain any further change as required.

Peter will cover the cashbook and raise the cheques as needed. Either Tim or Robert to sign.

It was suggested that we should have a thank you party for the volunteers and it was agreed to hold it in the parish Hall on Monday 20th June at 7.30pm (subject to hall being available) AB to book hall and send out email.

11. **Date and venue of next meeting** - Agreed to meet on **Monday 10th June 2013 at 7.30 at Tim Woolgar's house.**

Thanks were expressed to David and Mo for their hospitality