

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 30<sup>th</sup> March 2015** at Anne Baxter's house at 7.30pm

**Present:** AB, DC, PN, MW, WG, TW, RM, RC.

- 1. Apologies for absence** – None received.
- 2. Minutes of last meeting held on 23<sup>rd</sup> February 2015** – Agreed a correct record and signed.
- 3. Matters Arising**
  - Change of Bank** – TW has submitted a form to Santander for the additional signature that is required.
  - Fresh soups from "Covent Garden"** – It was suggested that the brand "Covent Garden" do soups which may be more suitable than Rod & Ben's. Covent Garden has indicated that some branches of Bookers do sell them. **Action WG to enquire**
  - Cut Flowers** – The Daffodils are selling well. It was suggested that more cut flowers would be nice. **Action DC to check with Maddocks as to when salad bags would become available and whether they do cut flowers as well.**
  - Sign for window** – TW had found a moving message machine that may be suitable however, how it would fit in the window needs further investigation. **Action TW still investigating alternatives.**
  - Closures over Easter** – The following early closing would occur on Good Friday 12noon, and Easter Monday 12noon. All other days over the holiday would remain the same as normal. There was some query over the hours open on Easter Sunday as other outlets would be closed but it was decided to continue to open as arranged.
  - Bay Tree Products** – A query about providing fudge would be dealt with on the next order. **Action DC**
  - Easter Raffle** – The prizes would be £40 and £20. After a slow start most of the spaces have now been sold.
- 4. Financial Report** – DC presented the accounts for February which indicated that all was in order. In respect to the general trading figures both Fresh Meat and Bread showed minus figures however, this was thought to be caused by incorrect entry on the till. It was noted that all Baker's produce should not be scanned. In respect to Fresh Meat it was agreed to continue with our present supplier. The meat that is frozen would need to have a date marked on it so customers are aware that it has been frozen before the expiry date when fresh. An offer of help with the accounts has been received.
  - Debtors** – It was noted that there seemed to be a lot of shop accounts outstanding for payment and it was decided to put a reminder notice on the counter requesting account holders to pay their accounts at the end of each month. If the notice does not work satisfactorily, emails will be considered as a follow up. **Action DC**
- 5. Report of Buyers Meeting held on 4<sup>th</sup> March** – The report had been circulated to members and in particular the suggestion that a newsletter be sent to volunteers (which had been done) was very useful. Any further suggestions to go in future newsletters would be

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welcome and should be sent to DC. Wendy Pat & Dawn are dealing with orders from both Best Way and Bookers and seem to be coping well and are happy to continue.

6. **Volunteers Newsletter** - The first of these newsletters had been circulated and was thought very useful. (see 5. Above)
7. **Volunteers Report** – AB indicated that everything was fine.
8. **Stocktake 25<sup>th</sup> April** – AB indicated that there were plenty of volunteer helpers.
9. **Peg Board** – This was now installed and had been filled with a selection of various items.
10. **Any Other Business**

**Plants** – It was asked if some provision could be considered for storing the plants when they are available. Several suggestions were made and these would be considered. **Action DC**

11. **Date & Venue of next meeting.** Agreed **Monday 27<sup>th</sup> April at 7.30pm at Paula Nelson's House.**

**Thanks were expressed to Anne Baxter for her hospitality.**