

Payhembury Shop Committee

Minutes of meeting held on **Monday 27th April 2015** at Paula Nelson's house at 7.30pm

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

1. Apologies for absence – TW

2. Minutes of last meeting held on 30th March 2015 – Agreed a correct record and signed.

3. Matters Arising

New Signature at Bank – Santander have indicated that the new signature form is out of date and therefore a new form needs to be submitted. **TW to follow-up.**

Fresh soups from “Covent Garden” – Covent Garden has indicated that some branches of Bookers do sell them however the Exeter branch does not.

Maddocks salad bags – Maddocks have said that they are no longer able to provide these and therefore alternatives have been found. Punnets of Baby Leaf Salad from Dart Fresh are now available and those that have tried them have been pleased with the contents.

Sign for window – Waiting for news. **Action TW still investigating alternatives.**

Bay Tree Products –DC was hoping to be able to order some fudge with the next order.
Action DC

Debtors – It was noted that there seemed to be a lot of shop accounts still outstanding for payment and it was decided to put the reminder notice back on the counter once again.
Action DC

Buyers Meeting – The next meeting is due to take place on Wednesday 6th May.

Volunteers Newsletter - Suggestions to go in future newsletters were given to AB including the removal of stickers and looking upstairs for any stock before recommending further supplies of an item.

Newsletter – Suggestions for inclusion included Fish, stationery, plants and accounts to be paid. The supplier feature could be the Honey man (Colin Sherwood).

4. Financial Report

a) Profit & Loss for March – DC presented the accounts which showed a healthy net profit.

b) Balance sheet – DC presented the balance sheet which showed a reduction in the amount that debtors owed. It was suggested that we need to keep an eye on stock to avoid over ordering and to reduce the number of items by the end of the year.

c) Peter Gee's Report – The report showed that sales for the year to date as compared with last year were 10% up.

d) Trading for March – The sales value for March was up compared with 2014 by £185.

e) Bestway – There had been difficulty trading with Bestway as their accounting system was not very satisfactory. Cash that should have been returned to the shop for items out of stock had not been received. It was agreed that we should cease trading with them in future however we could still go and collect items not available through Bookers. **DC & WG** would be visiting Bestway to try and resolve the cash problem.

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5. **Stock take** – Wine stocks seem to be ok at present although one bottle appears to have gone missing. It was noted that spirits also need to be checked regularly and this would be done in future. DC would check the liquor license in respect to the use of cameras. It was also suggested that stocks of wine in the back room could be locked into a cupboard but this could present problems if a customer required a bottle that was not accessible. DC would contact David Conway re a hand held machine that would help with future stocktakes.

Action DC/PG

6. **Volunteers Report** – All seems to be fine at present.

7. **Outside Area** – Dan the Electrician was due to install a power socket outside by the end of the week. The fridge for outside would be delivered by the end of May. Dan would also sort out the isolator in respect to the water heater. **DC & JB** are to power wash the outside area and remove the inside roofing material. It was suggested that a conservatory type sail would help to prevent the area getting overheated during the summer. **PN to investigate further.**

8. Any Other Business

- a) Visits - DC had approached Stapletons to see if a volunteers visit was possible however this was not suitable but they had agreed to give a talk on their products and it was felt that this would be suitable when we have a volunteers meeting in the future. Gundenham Dairy had agreed to a visit however but to ensure it would be useful to volunteers DC agreed to visit them and see what we could expect to see before making any final arrangements. AB would be able to arrange for a suitable coach to be booked for the trip.
- b) School May Day Event – Items previously ordered now not needed. However a quantity of cider was ordered.
- c) Cakes – As we seem to run out of popular cakes by Saturday it was requested that we increase the order received on Fridays. **RC to arrange**

9. **Date & Venue of next meeting** – Agreed to meet on Monday 1st June at 7.30pm at Mary Whiting's house.

Thanks were expressed to Paula Nelson for her hospitality.