

Payhembury Shop Committee

Minutes of meeting held on **Monday 30th November 2015** at Paula Nelson's house at 7.30pm

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

1. **Apologies for absence** – Received from Tim Woolgar and Rob Brown.
2. **Minutes of last meeting held on 26th October 2015** – Agreed a correct record and signed.
3. **Matters Arising**
New Signature at Bank – No further information received. **Action TW.**

Sign for window – Now in situ but there was some doubt as to whether it was in the right place. DC has not changed the sign to the other window as there is an electrical problem.
Action DC to re-locate sign once electrical problem is solved

Spot Light – DC suggested that we should have a spot light fixed so that it highlighted the new shelves on the right as you enter the shop. Agreed. **DC to speak to electrician**

Lights outside – One of the lights outside has been off for some time as it keeps blowing the bulb. Recently another of the light was also out. Bulbs would be fitted as soon as possible. The light that keeps blowing may need the electrician to look at it. **DC to organise**

Christmas Arrangements – It was reported that forms for Christmas goods other than Turkeys had been put on the counter for customers. These would help Roy with the ordering.

Veyseys meat shop in Cullompton – Further investigations would take place in the New Year.

Frozen Meat - The sale of frozen meat at 20% off the price was considered a success and large amounts were sold. In future the stock would not exceed 20 items.

Xmas Raffle – It was agreed to arrange another Christmas Raffle as per last year with a £50 and £25 voucher to those numbers picked out first and second. The draw would take place on Wednesday 23rd December.

4. **Financial Report**
 - a) **Profit & Loss for July to October** – DC presented the accounts which showed a healthy net profit.
 - b) **Balance sheet** – DC presented the balance sheet which showed that net assets were holding firm. Cash in Bank was healthy and it was noted that the Commercial loan would be paid off at the end of May 2016. Total net assets at the end of October were £46186.
 - c) **Peter Gee's Report** – The report showed that credit card and store accounts sales and transactions were up on last year. Timely payment of accounts has improved with the vast amount cleared on time.
5. **Purchase of shop lap-top for Peter Gee's use** – It was agreed that the lap-top would be very useful for Peter and also in the shop and therefore the purchase would go ahead.
Action DC/PG

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6. **Letter to Parish Council and payment to PCC** – DC read out the letter which clarified the payment details for the pavement and the donation to the roof fund for the church.
7. **Newsletter** – Copies of the new newsletter were circulated and considered to be excellent in content however the days/dates on the opening times for Christmas and the New Year were incorrect. The days, dates and times on the notice on the door of the shop were however correct.
8. **Committee Numbers** – A couple for people had shown an interest in joining the committee if required and their names had been noted. However it was agreed to keep the committee as it is for the time being.
9. **Date for volunteers supper evening** - It was agreed to hold it on Thursday 4th February if the hall is free and if TW could attend. It was also suggested that we have a speaker and Janet East would be asked if she could give an after-dinner speech. **Action PN/AB to organise**
10. **Any Other Business**
 - a. **Lights in the shop** – It was noted that on occasions some of the lights were left on in the shop and in the fruit and veg fridge outside over-night. AB would email those that shut the shop to remember to switch them off. It was agreed that the Christmas lights in the shop however could stay-on. **Action AB**
 - b. **Turkeys** – DC had booked the hall for the 23rd December for the preparation and sale of the turkeys. There was also some concern about bags for the turkeys when customers collected them. RC agreed to investigate and purchase larger plastic bags suitable for the turkeys to go in. **Action RC**
11. **Date & Venue of next meeting** – Agreed to meet on Monday 18th January 2016 at 7.30pm at Mary Whiting's house.

Thanks were expressed to Paula for her hospitality.