

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 18<sup>th</sup> January 2016** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Received from Tim Woolgar, Roz Mullin and Rob Brown.
2. **Minutes of last meeting held on 30<sup>th</sup> November 2015** – Agreed a correct record and signed.
3. **Matters Arising**

**Sign for window** – DC has not changed the sign to the other window as there is an electrical problem. The sign is temporarily out of action due to a memory loss. **Action RC to contact TW re memory loss. 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. The light that keeps blowing may need the electrician to look at it. **DC to organise**

**Xmas Raffle** – It was agreed that this was a great success and Roz was thanked for organising it.

**Purchase of shop lap-top for Peter Gee's use** – This has now been obtained and PG has all the shop details safely stored on it.

**Letter to Parish Council re pavement** – The construction of the pavement outside the shop is due to commence during the February half term. It will be necessary to close the road for the week and it will be important to ensure that all delivery firms are made aware and to advise which way to approach in order to get closest to the shop. **Action: All those who order goods**

#### 4. **Financial Report**

- a) **Profit & Loss for Nov / Dec** – DC presented the accounts which continue to show 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 December were £46,877.
- c) **Peter Gee's Report** – The report showed that credit card sales were slightly down on last year but store accounts sales were up for the same period. The run up to Christmas was our best to date with sales improving year on year by over 5% with the highest trading day ever recorded on 23<sup>rd</sup> December. Timely payment of accounts has improved with the vast amount cleared on time.

5. **Report of Buyers Meeting held 13<sup>th</sup> January** – The minutes had been circulated and these were noted. Points raised included the position of the daffodils and Seville Oranges as they could get hidden from view and obtaining English Butter to sell rather than Irish. Yeo Valley would be approached to order the butter from them. **Action RC**

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6. **K&M Butchers /Veyseys meat shop in Cullompton** – Further investigations was to take place in the 2016 but PN wants to give up the research on meat supply however MW said she would take over once PN had trained her in what is required. **Action PN/MW**
7. **Volunteers supper evening Thursday 4<sup>th</sup> February - update** - Janet East had agreed to give the after dinner speech and it is hoped that Tim will also be there with his magic. It was reported that everything is on target and going well. **Action PN/AB to organise**
8. **Newsletter/ Parish Paper** – It had been decided not to continue with the Newsletter and instead have an advert/ article in the Parish magazine each month. MW agreed to write the articles as appropriate. The editors of the magazine had agreed to this idea. **Action MW**
9. **Any Other Business**
  - a. **Turkeys** – It was noted that the price of turkeys would have to be raised this year. **Action PN**
  - b. **Plants from Sarah Corfield** - PN had spoken to Sarah and it would seem that she is able to obtain plants that are not fit to sell in the nursery but could be revived with a little TLC. It was agreed that PN would contact Sarah again and any spare plants would be passed to RC for revival treatment and then put on sale in the shop. **Action PN/RC**
  - c. **Use of till** – A reminder was given that we need to cross out the barcode on all goods from Baker’s for the next two weeks in order to affect volunteer’s actions and stop them scanning the items rather than using the buttons.
  - d. **Clean for the Queen** – MW mentioned that the nation were being asked to contribute to a litter picking event launched by Country Life Magazine with the support of Keep Britain Tidy organisation to be held on 4<sup>th</sup> to 6<sup>th</sup> March to coincide with the Queen’s 90<sup>th</sup> Birthday year. It was agreed to support this locally. **Action MW to organise**
  - e. **Card machine details** – It was reported that these need to be updated to correspond to the present machine. **Action DC to speak to PG**
10. **Date & Venue of next meeting** – Agreed to meet on Tuesday 1<sup>st</sup> March 2016 at 7.30pm at Paula Nelson’s house.

Thanks were expressed to Anne for her hospitality.