

Payhembury Shop Committee

Minutes of meeting held on **Monday 11th April 2016** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Received from Paula Nelson and Rob Brown.
2. **Minutes of last meeting held on 1st March 2016** – Agreed a correct record and signed.
3. **Matters Arising from minutes**

Sign for window, Spot Light on shelves and Light Outside– These items will be dealt with once the electrician is available. **Action DC still waiting for the electrician.**

Water Heater – New one installed and now working properly.

Table – A new table for the main part of the shop had been ordered. Waiting for it to be made.

Easter Raffle – This was considered to have been successful.

Yellingham Meat – MW indicated that the meat was selling well.

Shop clean- up – This was successfully completed.

Notice board – This has been reorganised and is looking good.

Dry Cleaning – Seems to be better but still needs watching carefully.

4. **Financial Report**

Profit and loss for February & March – DC presented the accounts which continue to show a healthy profit.

Balance sheet – DC presented the balance sheet which showed that net assets were holding firm. Cash in the Bank was healthy and it was noted that the commercial loan would be paid off by the end of May. Total net assets at the end of February were £47,919.

Peter Gee's Report – His report was considered to be excellent especially the amount of detail shown and ease of understanding it. Peter was congratulated.

5. **Volunteers Report** – AB indicated that all was going well.
6. **Situation with bread sales and ordering from The Common Loaf Bakery** – Orders would now be taken in readiness for next week's delivery. MW would liaise with the bakery re ordering and delivery/collection. **Action MW**

Bakers Bread - Due to the current problems with the bread from Bakers it was decided to change our supplier to the Crusty Cob based at Exeter Airport. The timing of the change needs careful consideration as Bakers also provide other goods besides bread and these would need to be sourced from elsewhere. Further investigation would take place before making the change. **Action DC & RC to make final decision on timing**

7. **Letter to Parish Council** – DC confirmed that the money provided from the shop funds was to assist in the construction of the pavement and not the road repairs in Church Road.

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8. **Update on Shop Computer System** – A new computer had been installed and was now up and running. However, last week there was a problem with the Bookers ordering but since then more work had been carried out on the computer so it is hoped that it is now working properly.

9. **Any Other Business** –
 - a. **Keys** -As there never seems to be enough keys available for locking up 3 more sets of keys would be cut. **Action JB**
 - b. **Newspapers** – It was requested that those who write up the newspapers in the early morning check the relevant sheet in the newspaper file to ensure all ordered papers are saved or those that are away are not saved.
 - c. **Tork Centre Feed Rolls** – It was noted that as Bookers no longer carry these rolls they are available from the Tork's own web site at a competitive price and it was suggested that when we next need these to order direct from Tork.
 - d. **Puddings** – DC had spoken to a company that provides ready- made puddings and one sample was tasted. It was agreed that DC should go ahead and order some as a trial and see how well they sell. **Action DC**

10. **Date & Venue of next meeting- Agreed to meet on Monday 23rd May at 7.30pm at Mary Whiting's house.**

Thanks were expressed to Anne for her hospitality.