

Payhembury Shop Committee

Khushi Kitchen – Prior to the start of the meeting PN had bought and heated several curries available from Khushi Kitchen so the committee could taste and decide whether to purchase for sale in the shop. After the tasting it was agreed to purchase a number of these for the shop to see how they sell. PN agreed to purchase these and deliver to the shop.

Minutes of meeting held on **Monday 19th September 2016** at Paula Nelson's house at 7.30pm

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

- 1. Apologies for absence** – Received from Rob Brown.
- 2. Minutes of last meeting held on 18th July 2016** – Agreed a correct record and signed.
- 3. Matters Arising from minutes**

Shop revamp TW – TW produced a list of changes he felt would improve the shop environment. The suggestions were all agreed by the committee with the exception of the Pinnies. TW would now begin to arrange the improvements in consultation with DC. **Action TW/DC**

Defibrillator – DC had agreed that this could be fixed to the wall next to the window on the right of the outside area.

4. Financial Report

Profit and loss for July/August – DC presented the accounts which showed a net profit for the year to date still showing a healthy figure.

Balance sheet – DC presented the balance sheet which showed that net assets were slightly up. Cash in the Bank was healthy even after some recent expenses. Total net assets at the end of August were £46,312.

Peter Gee's Report – As usual his report was considered to be excellent especially the amount of detail shown and ease of understanding it. Sales continue to run well above last year at 12.5%.

- 5. Volunteers Report** – AB reported that we had survived the summer holiday period and AB was congratulated for her efforts. Several new volunteers were on the radar and AB would be contacting them shortly.
- 6. New computer system & chiller cabinet** – Due to the present system becoming out of date a new computer etc. was required to improve efficiency. DC explained what the new system would consist of and how much it costs. The total cost would be £3,650. The committee agreed it would be money well spent.

Chiller cabinet – The new chiller cabinet was required when the old one became non-repairable and is now in situ at a cost of £1307. It was noted that due to the doors being sliding, the door on the left does not stay open while being loaded and it was asked if this could be changed to assist volunteers and customers alike. **Action DC to contact the company concerned.**

- 7. A.M.M. 7.30 on Thursday 6th October/ Chairman's Report** – TW would arrange for the poster advertising the meeting. Refreshments would be available and MW agreed to get some cake from Common Loaf. DC presented his report which was agreed. **Action TW/MW**

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Paula Nelson and Mary Whiting are due to be re-elected at the AMM onto the committee however PN has decided not to stand again. Paula was thanked for all the work she had performed for the shop over the past few years. A replacement for Paula would need to be found and the committee was requested to suggest people that could be contacted.

- 8. Arrangements for Halloween** – Arrangements were already in hand through WG and MW.
- 9. Arrangements for Christmas** – PN informed the meeting that the mark up on Turkeys would be raised from 20% to 25% this year. It was agreed that delivery of the turkeys should be Friday 23rd December. As PN would no longer be on the committee RM agreed to take on the role of contact with the turkey farm and to gain the orders plus sorting and packing for distribution to the customers. AB offered to help with the packing and sorting. **Action RM/AB**

Macro - DC and AB would visit Macro to select appropriate Christmas produce for the shop. **Action DC/AB**

Customer Order Sheet – RC agreed to produce the sheet as normal. **Action RC**

- 10. Applications for share of raffle money** – MW had put an article in the Parish Paper inviting applications and as a result three applications had been received. These were from the Parish Paper (MW); Flower & Bulb Show (JW); Tea & Bingo (SD). These were agreed by the Committee. In addition it was thought that the Parish Hall needed additional glasses and it was suggested we give 50 water and 50 wine glasses. DC would speak to a hall committee member. **Action DC**

11. Any Other Business –

- a. **Wastage** – DC indicated that there had been two lots of wastage where there were no tickets one on the 4th September and one on the 14th September. Further investigation was required to determine why this had happened.
- b. **CCTV** – DC had investigated the possibility of installing CCTV in the shop to help deter any possible stealing or vandalism. A 4 camera + monitor unit would cost £1102. The committee were asked to consider this proposal and discuss at a future meeting. **Action All**
- c. **Alarm in back room** – The wrong alarm had been fitted in the back room which should have been a heat detector as the present smoke alarm goes off when the cooker is used. This will be replaced at a cost of £70. It was also necessary to have our intruder alarm serviced each year at a cost of £80. **Action DC**
- d. **Crumbs Magazine** -PN circulated the magazine called 'Crumbs' and suggested that this could be delivered to the shop for free circulation. The committee agreed and MW would organise. **Action PN**
- e. **Raffle** – It was suggested by MW that when the raffle is won that the £15 be added to their shop account to spend as the present system is difficult use. This was agreed but instructions for volunteers need to be written to avoid any problems. **Action DC**

- 12. Date & Venue of next meeting- Agreed to meet on Monday 24th October at 7.30pm at Anne Baxter's house.**

Thanks were expressed to Paula for her hospitality.