

Payhembury Shop Committee

Minutes of meeting held on **Monday 23rd January 2017** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Tim Woolgar.
2. **Minutes of Meeting held on 21st November 2016** – Agreed a correct record and signed.
3. **Matters arising from the minutes**
 - a. **New Supplier** – Follow up had not yet taken place.
 - b. **DVD's** – The under 12's rack near the door seems to be working well.
 - c. **Tastings** – Extra Black Bombers had been purchased and seem to be selling well.
 - d. **Soups** – To date no further supplier had been found.
4. **Financial Report**

Profit and loss for November & December 2016 – 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 remained healthy even after some recent expenses. Total net assets at the end of December were £50,879. However there was a rise in the amount owed by debtors.

Peter Gee's Report – As usual his report was considered to be excellent especially the amount of detail shown. Sales continue a healthy growth with an increase of 8% in November and 7.9% in December compared with the same period last year. Sales in December exceeded the 80k mark for the first time ever.

New Table Cost – The new table which is in good use cost £300. Shelves to be put between the bread stand and the counter are on order.

New Till Cost – Cost for the shop till was £1,000. The next stage is a new computer for the back office and hand-held computer for stock taking.

New CCTV Cost – The cost was £1252 which included a new heat sensor alarm for the back room and service of the intruder alarm.
5. **Volunteers Report** – AB reported that all was going well. It was asked if the list of volunteers was up to date – it was noted that a revision is due in the Spring.
6. **Update on Christmas trading** – It was considered to be good and Roz was congratulated on her management of the Turkeys which was excellent. An order for Two Blind Mice Cards had been sent off by Clare Kimber. (Now received) It was felt that the take up of the fruit, veg and cheese order forms was poor this year. It was considered that this was due to the rather crowded counter with various order forms trying to catch the customer's eye. It was agreed that in future we should have a separate table for the order forms. The Christmas tree was much admired however the lights did not work in the way we wanted them to.
7. **Christmas Raffle** – Went well and we made a £27 profit.
8. **Arrangements for Volunteers Supper Thursday 2nd March 2017** – AB reported that the hall was booked and that the invites were under way. Ed East had agreed to cook the Yellingham Beef casserole and Janet would give another follow-up talk. Tim will be attending to organise the bar.

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9. **Janet East article on the shop** – This was an article suggested at the last meeting to be put in the Devonshire Magazine however it appears that the editor of the Devon Life did not wish to put in such an article as it did not fit in with the magazines policy.

10. Any Other Business

- a. **Electricity** – Rob Leach has been reviewing the amount the shop pays for electricity and it appears that we need to pay more.
- b. **Parish Council** – A letter had been received from the PC asking the shop if it could provide a donation for a new gate to the children’s playground as the old one needed replacing. The gate would cost £2,000 and the request was for £1500. It was agreed to donate £1,000.
- c. **Shelf edges** – They need updating as they continually fall off.
- d. **Labels for Fruit and Veg** – It was suggested that instead of the notice board we invest in some labels that could be used in the cabinet to show what the articles were and their cost. Investigations on what is available would take place. RC to Action
- e. **Shelf tidy organisation** – This would be reviewed and those that had volunteered previously along with the new volunteers would be contacted to request they continue with this duty. AB to email.
- f. **Spring Clean** – It was agreed that the shop could do with its annual clean and Saturday 25th March pm was earmarked for this job. AB collected names of volunteers.
- g. **Cricket Pitch** - A request had been received from John Carden asking us if we could donate something towards the cost of a new mower for the pitch. It was agreed to make a donation and DC would speak to John Carden.
- h. **Out of date bread shelf** – There was some concern about putting the bread in this location. RC indicated that the shelf behind the till became cluttered and it was necessary to ask customers if they would like the bread however now they could help themselves. It was necessary however to check the bread as it could go bad if left there too long.

11. **Date and Venue of next meeting.** – Agreed to meet on **Monday 20th February 2019 at Mary Whiting’s house.**

Thanks were expressed to Anne Baxter for her hospitality.