

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 22<sup>nd</sup> May 2017** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – None

2. **Minutes of Meeting held on 24<sup>th</sup> April 2017** – Agreed a correct record and signed.

3. **Matters arising from the minutes**

- a. **Duties undertaken by David Curran** – Several people had volunteered to help including Kirsty Cann and DC would like her to take over Peter Gee's work. RC volunteered to take on 1 & 2 on the list.
- b. **Vacuum cleaner** – A Bosch Athlet cordless cleaner had been purchased and seems to be doing the job very well.
- c. **Notice re £5 spend to use credit/debit cards** – TW had not revised this yet but would do shortly. **Action TW**
- d. **Contactless Card use** - In respect to contactless card use and the fact it can be used for small amounts, it was not known how much we were charged for this facility and DC agreed to investigate in case we can accept smaller amounts in the future. **Action DC**

4. **Financial Report**

**Profit and loss for April 2017** – DC presented the P&L accounts which continued to show a healthy net profit. It also shows a net profit for the year to date of £7638.

**Balance sheet** – DC also presented the balance sheet which showed that net assets were holding steady. Cash in the Bank remained healthy even after some recent expenses. Total net assets at the end of April were £52156.

**Peter Gee's Report** – The report as usual was comprehensive and showed sales for April slightly down on March but the cumulative sales since July 2016 to April 2017 was up by 3.1% on the previous year.

5. **Volunteers Report** – AB was pleased to report that everything was ticking over but indicated that June is usually a difficult month due to holidays. The new volunteers had started and were in the process of being trained. The leaflet for new householders in the village is being revised and TW said he would provide a sample as soon as possible. **Action TW**

6. **Report of Buyers Meeting held on 10<sup>th</sup> May** – Minutes of the meeting were circulated.

**Summer season fruits** are now available although strawberries were very expensive and some were shown to be bad. RC would speak to Dart Fresh about quality.

**Ideas for extending range of goods** – DC was purchasing Macaroons and sauces and Crusty Cob had agreed to provide us with Swiss rolls when available. Also washed potatoes were now available in 2k bags.

**Dates re 'Best before' and 'Use by'** – There still seems to be confusion as to how much to reduce items and when. Use by should be reduced by 50% on the date shown on the product and left on the shelf and if not sold removed the following day. Best before items should be reduced by 20% and put on shelf opposite the wines. However, perishable goods such as bread, buns and pies etc. should be reduced by 50% and left on the shelf or in the fridge.

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## 7. Update on Fidelity system

- a. **Training** is in progress and is progressing well.
- b. **Stock taking** - It is now time to carry out a stock take using the new hand-held device and it was agreed to send out an email re Saturday 3<sup>rd</sup> June, Sunday 4<sup>th</sup> June and Saturday 10<sup>th</sup> June from 1.30 to 4.30pm requesting help. **Action AB**

## 8. Any Other Business

- a. **Jon Carden Tale Farm** – He now has holiday accommodation available and is looking for a leaflet that could be passed onto his holiday customers that gives information on the availability of Provisions in the village. TW agreed to contact Jon Carden and would produce a suitable leaflet. **Action TW**
- b. **DVD's** - Jon Carden would also appreciate any DVD's that we were not using for the holiday accommodation and it was agreed to speak to Claire Kimber about selecting some. **Action AB**
- c. **Mirror Newspaper** – Not receiving any Mirrors on a Saturday and as customers were requesting them RC would speak to Smith's re sending some in future. **Action RC**
- d. **Cricket Club mower** – TW reported that he had completed the shop sponsorship notice for the club.

## 9. Date and Venue of next meeting. – Agreed to meet on Monday 19<sup>th</sup> June 2017 at Mary Whiting's house.

Thanks were expressed to Anne Baxter for her hospitality.