

Payhembury Shop Committee

Minutes of meeting held on **Monday 31st July 2017** at Roz Mullin'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 19th June 2017** – Agreed a correct record and signed.
3. **Matters arising from the minutes**
 - a. **Best Before items out of date** – Space now found on the back shelf of the cake area.
 - b. **Leaflet for new householders** – This was now ready and TW would arrange for 20 copies to be run off. **Action TW**
 - c. **Google Map** – Someone had recommended that the shop be shown on the map – **TW to investigate**
 - d. **Holiday accommodation leaflet** – TW showed the proposed leaflet which with one addition was agreed. TW would now arrange the printing. **Action TW**
 - e. **Charity Fun Day** – DC had contacted the person who requested a raffle prize and had indicated that we do not give raffle prizes.
 - f. **Amoretti Biscuits Price** – DC had checked the price which was now over £4 but the committee felt the cost was too much. DC agreed to have another look at the price. **Action DC**
4. **Financial Report**

Profit and loss for June 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 £8,275.

Balance sheet – DC also presented the balance sheet which showed that net assets were holding steady. Cash in the Bank remained healthy. Total net assets at the end of June were £52,793.

Peter Gee's Report – The report as usual was comprehensive and showed sales for June slightly up on May and the cumulative sales since July 2016 to June 2017 were up by 1.8% on the previous year.
5. **Volunteers Report** – AB was happy with the response for July and August.
6. **Date of AMM** – Subject to availability of the hall it was agreed to hold the meeting on **Thursday 5th October** at 7.30pm. Wendy Gee had decided not to continue as a member of the committee from this date so another person would be needed. Thanks were expressed to Wendy for her contribution to the committee.
7. **Advertising for Payhembury Groups to apply for a share of the raffle money** – A deadline for applications was set for Monday 11th September. MW would ensure that the invitation to apply appeared in the next Parish Magazine. **Action MW**
8. **Parish Hall key request for a spare key to be left in the shop.** – This was agreed.
9. **Shop Calendar** – A sample copy was shown and it was agreed that we should order some and provide suitable photos for each month. Also notelets were available and would also be purchased. As there was no risk it was thought to be a worthwhile buy. **Action TW to follow -up**

Payhembury Shop Committee

10. Any Other Business

- a. **Lucy** - A new person to the village that was interested in providing certain cakes to the shop. **DC would follow up.**
- b. **Ice Cream Display** – The insulating strip where the two sliding panels meet is missing and DC has been unable to find another supplier to replace it. As this causes icing up of the freezer it means another unit is required. **Action DC**
- c. **Carden Beef** – This is now available and AB was requested to arrange a good discount and if so order £800 worth of meat. Various sizes of joints etc would be required. **Action AB**
- d. **Beautiful Days** – This event was due to happen shortly but as we only get passing trade it was agreed that we do not need to provide anything extra.
- e. **New products shelf** – It was suggested that we dedicate a shelf for any new products we purchase so customers are more aware of them. **Action DC**
- f. **Web Site** – This was felt to be very plain and needed some pictures to liven it up. TW agreed to look at it and see what he could do. **Action TW**
- g. **Freeze around the shop walls** – TW showed some proposed photo ideas which were generally agreed. Anyone with any other photos to include should send them to TW. **Action TW**

11. **Date and Venue of next meeting.** – Agreed to meet on **Monday 25th September 2017** at **7.30pm** at **Anne Baxter's house.**

Thanks were expressed to **Roz Mullin** for her hospitality.