

Payhembury Shop Committee

Minutes of meeting held on **Monday 25th September 2017** at Mary Whiting's house at 7.30pm

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

1. Apologies for absence – Anne Baxter

2. Minutes of Meeting held on 31st July 2017 – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Google Map** – TW had checked this and found that the shop is already located on the map.
- b. **Amoretti Biscuits Price** – DC had checked the price which was over £4 and found this to be wrong and had amended the price.
- c. **Parish Hall Key** – A key was now located in the shop.
- d. **Shop Calendar** – TW presented a sample calendar with various pictures that he had taken but would like more from others in the village if possible. The committee agreed that the pictures were suitable. He would now follow-up by contacting the company that make the calendars. **Action TW**
- e. **Lucy** – DC had not heard any more from this lady re cakes.
- f. **Ice Cream Cabinet** – Due to the constant icing up of the cabinet and the lack of spares a decision to replace it had been taken. The committee agreed with this decision. **Action DC to purchase**
- g. **Carden Beef** – Sales had been successful and was now complete.
- h. **Web Site** – TW had looked at the site and refreshed it and it was now satisfactory.
- i. **Freeze around the shop walls** – TW was still working on this but this could not be put up until the re-decoration was complete. **Action TW/DC**

4. Financial Report

Profit and loss for July/August 2017 – DC presented the P&L accounts which continued to show a healthy net profit. It also shows a net profit for the last two months (new financial year) of £1464.

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 August were £54,498. DC indicated that there appeared to be some items that were not being recognised and the back computer and till were not the same. Some of the problems were with items such as the bread and Fruit and Vegetables. TW and RC would investigate a naming system for the fruit and veg cabinet to assist in identifying items better. **Action TW/RC**

Peter Gee's Report – Peter's last report as usual was comprehensive and showed sales for July and August both slightly down on the previous year. Much praise was expressed by the committee for the help and advice Peter had given over the years and he would be much missed.

5. Volunteers Report – As AB was not present DC read out her report. A new volunteer had been recruited, however no one had come forward to assist on Monday mornings. Mary Whiting agreed to cover Mondays temporarily.

6. AMM –

- a. **Arrangements** – Tea & Coffee would be provided.
- b. **Chairman's Report** – This was agreed.

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- c. **Share Holding** – The number of shares was noted.
- d. **Members retiring by rotation** - Tim Woolgar, Anne Baxter, Roz Mullin – all agreed to continue on the committee.
- e. **Retiring Wendy Gee** – She would however continue her work in the shop.
- f. **Nomination to the committee – Pat Fowler** – She had agreed to join the committee.
- g. **Applications for the share of the raffle money** – Three applications had been received. The Parish Paper, Bulb Show and Friends of the school. It was agreed to distribute the money as follows Friends of the school £400, Bulb show £100, and the Parish Paper £100.

7. Any Other Business

- a. **Clean up of the outside of the shop** – DC would arrange a Saturday or Sunday afternoon for this to take place.
- b. **Bread and cakes from Crusty Cob** – These will be scanned in future to avoid mistakes in recording.
- c. **Kirsty Alsop** – She has written a new book recently and it was suggested that we have some for sale in the shop. **Action MW**
- d. **Free Drinks** – It was decided to repeat the successful trial held last year from the middle of December 2017 to the end of January 2018.
- e. **Turkeys** – Prices had been received. **Action RM to follow up.**

8. **Date and Venue of next meeting.** – Agreed to meet on Monday 30th October 2017 at 7.30pm at Anne Baxter's house.

Thanks were expressed to Mary Whiting for her hospitality.