

Payhembury Shop Committee

Minutes of meeting held on **Monday 19th February 2018** at Pat Fowler's house at 7.30pm

Present: DC, AB, MW, PF, TW, DCh, RM, RC.

1. Apologies for absence - None

2. Minutes of Meeting held on 4th December 2017 – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Shop Calendar** – The surplus of 38 have now been sent back to the publisher. The post cards and note books would be put on the system shortly.
- b. **Frieze around the shop walls** – Work was in progress. **Action TW**
- c. **A Request for return of share money had been made** – DC had spoken to the persons involved and is waiting for a letter from them requesting the return of the money. **Action DC to follow up when letter arrives.**
- d. **Reminders to account holders** –An email system could be set-up to send out a reminder that their account should be settled by the end of the month as required. TW had investigated a system but as yet it was not finalized. AB was requested to provide TW with the email addresses and TW would set-up. **Action TW**
- e. **Naming system for the fruit and veg cabinet** – The system had arrived and was working well.
- f. **Safe Places symbol in window** – This was now in place.
- g. **Map of houses in the village and surrounding area** – **Action TW had this work in progress**
- h. **Anglo Indian Chef Curry Kits** – MW had tried one out and found it pleasant however it was felt that they were not something that the shop would sell so no further action required.
- i. **Drinks Machine** – It was noted that during December & January when the drinks were free but a donation was requested that £86.80 had been collected.

4. Volunteers Report and supper update Thursday 1st March– AB was very pleased to report that all was good with the volunteers with all slots filled for this week. The arrangements for the supper were well underway with 42 volunteers including 5 vegetarians indicating they would be attending. Various duties were shared out among the committee.

5. Financial Report

Profit and loss for first 7 months of the present financial year – DC presented the P&L accounts which showed a total net profit as at January 2018 of £2999 which was down on 2017.

Balance sheet – DC also presented the balance sheet which showed that cash in the bank was very healthy and that net assets were holding steady. Total net assets at the end of January 2018 were £56,035.

DC reported that after the recent stocktake the problems of minus figures had been resolved.

Peter Gee's Report – The report showed that sales in January 2018 were up 2.02% over the same month last year however the cumulative figure for the year was 0.77%.

6. Facebook update - Sue Derbyshire has agreed to set up a page for the shop. Details of what goes on the page needs to be confirmed. **Action - DCh to lead on project**

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7. **Complete meats** – DC & MW went to Axminster to look at and discuss the possible supply of meat from them. Prices were similar to K & M but there were no joints available and an order valued at £100 would be required for delivery. DC & RC went to a Source show at West Point in Exeter and came across another meat provider called Jon Thorners who also does vegetarian pies as well (some were sampled at the meeting) A £70 order was required for the goods to be delivered. It was agreed that we should invite a representative from Thorners to the shop to discuss further. **Action – DC to contact them**
8. **Any Other Business** –
- a. **Plunket Meeting** – Plunket want to set up a meeting which would be for those that run Community type shops to discuss various topics as well as a visit to our shop. DC had booked up the small hall at the Parish Hall for 6^h April.
 - b. **Daffodils** – These had sold well and seem to have been appreciated by our customers.
 - c. **Currys** – AB would organise a further purchase for more as stocks were running low.
 - d. **Display Stand for the table** – This was also seen at the show in Exeter and was thought to be useful for cakes and would allow more room for other goods. There was some concern that it would cover up the shelves behind it and it was wondered if the previous plastic frames would help although they were totally different. **Action DC to consider the Display stand**
 - e. **Wasted products** – Sometimes products are wasted when they could have been either left on the shelf or used by volunteers.
 - f. **Goods out of position on the shelves** – DCh had identified a problem where goods were together but unrelated and others that are related are on shelves in a different area of the shop. Sketches of a possible new layout were shown and it was agreed to set aside some time to relocate the goods. It was agreed to clean and reorganise on Saturday 3rd March at 1.30pm.
 - g. **Buyers Meeting** – The next buyers meeting on 21st February would be at AB's house as Peter was not well.
9. **Date and Venue of next meeting.** – Agreed to meet on **Monday 19th March 2018 at 7.30pm at Mary Whiting's house.**

Thanks were expressed to Pat Fowler for her hospitality.