

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 21<sup>st</sup> May 2018** at Mary Whiting's house at 7.30pm

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

**1. Apologies for absence** – Tim Woolgar

**2. Minutes of Meeting held on 23<sup>rd</sup> April 2018** – Agreed a correct record and signed.

**3. Matters arising from the minutes**

- a. **Frieze around the shop walls** – Work was in progress. **Action TW**
- b. **Reminders to account holders** - TW was in the process of setting up a system on the shop computer known as Mail Chimp. It was agreed that we need to ask those on email for their permission to contact them in the future. Once this is done it was hoped to have the system up and running very soon. **Action TW**
- c. **Map of houses in the village and surrounding area** – **Action TW had this work in progress**
- d. **Children working in the shop** – Those doing the DofE Award would be alright providing the parents give written permission.
- e. **Reducing stock list** – The ladies who order goods are in the process of dealing with this but it was not yet completed. **Action ladies**
- f. **Salad Bags** – These are now available under 'baby leaf'.
- g. **Renewal of service agreement (Fidelity)** – It was agreed to renew the contract from 1<sup>st</sup> June which is the anniversary date of the start of the original contract.

**4. Volunteers Report**

- a. **Supper evening report** – This event was considered to be very successful and many thanks were expressed to Ed East for the cooking of the meal. It was agreed that future events would be held in early May as the timing seemed to suit most. Those involved in the organisation and the running of the evening were congratulated.
- b. **New Volunteers** – Glenda Swift had recently joined the team and is settling in well. AB agreed to check and update the volunteers list.

**5. Financial Report**

**Profit and loss for April** – DC presented the P&L accounts which showed a total net profit as at April 2018 for the year since June 2017 of £7469.

**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 April 2018 were £54,833.

**Peter Gee's Report** – The report showed that sales in April 2018 were up 7.29% over the same month last year and the cumulative figure for the year was 3.42% up.

**6. Report of Buyers Meeting held on 9<sup>th</sup> May** – Discussion took place in respect to providing hot pies to customers but it was realized that there were many difficulties to allow this and therefore no further progress was made. DC had met with the Manager of Bookers re delivery charges and in order that these were free we need to have an order of the value of at least a £1,000. It was therefore agreed to order fortnightly in future so we have a large enough order.

**7. General Data Protection Regulation** – After discussion it was agreed to formulate a suitable email to include a simple reply button. DC would talk to TW in this regard. **Action DC & TW**

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## 8. Any Other Business –

- a. **Cuisine de France** - RC mentioned that a Cuisine de France representative had come into the shop to explain what special offers were available at present. One of these was bread rolls and it was agreed that it would be good to have them providing that the minimum order could be accommodated. **Action RC to investigate further.**
- b. **Pie order sheet** – As this customer order sheet has not been used it was decided to discontinue it.
- c. **Facebook** – MW wanted to know how to get more people to follow the shop site and find out what we sell. Due to lack of knowledge no-one was able to help.

## 9. Date and Venue of next meeting. – Agreed to meet on Monday 25<sup>th</sup> June 2018 at 7.30pm at Anne Baxter's house.

Thanks were expressed to Mary Whiting for her hospitality.