

Payhembury Shop Committee

Minutes of meeting held on **Monday 25th June 2018** at Anne Baxter's house at 7.30pm

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

1. Apologies for absence – Pat Fowler

2. Minutes of Meeting held on 21st May 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** – Having considered this idea further, it was revealed that there were only 4 people at the most affected and two that had long standing arrears one of which had paid after a letter was sent, so it was decided that it was not worth pursuing any further.
- c. **Map of houses in the village and surrounding area** – **Action TW had this work in progress**
- d. **Cuisine de France** – Frozen delivery was sometimes not being put straight into the freezer out back. **Action AB to send reminder to those working on a Friday afternoon to ensure it was put away.** In respect to the bread rolls the minimum order quantity of these is large and therefore would cause storage problems.

4. Volunteers Report

- a. **June** – AB reported that June had been an easier month to maintain volunteers than usual.
- b. **New Volunteer** – David Barbour may be a possible new volunteer.

5. Financial Report

- a. **Profit and loss for May** – DC presented the P&L accounts which showed a total net profit as at May 2018 for the year since June 2017 of £8586.
- b. **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 May 2018 were £55460
- c. **Peter Gee's Report** – The report showed that sales in May 2018 were up 11.6% over the same month last year and the cumulative figure for the year was 4.16% up.
- d. **VAT** – It was noted that our accountants had not paid the VAT for this year but has now done so with apologies.
- e. **Handypay credit card agreement** – DC confirmed that he had renewed the agreement and had gained better terms on a 3 year contract.

In answer to a question about cash back on contactless cards it was confirmed that at least £5 should be spent taking into account the maximum limit for contactless cards of £30.

6. Booker's deliveries – Now that the ordering was being carried out on a two week basis, larger amounts of goods were being delivered every other Thursday and dealing with this has become more difficult and DC asked for extra help. It was agreed to set-up a rota for those able and willing to help (mainly to transport goods upstairs) and several committee members volunteered. **AB would put up a list with dates.**

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7. **End of financial year** - It was noted that after a selective stock take, that reduced items do not seem to be recording in the system which is affecting the figures.
8. **Any Other Business** –
 - a. **Ordering** – All those that carry out the ordering in the shop were congratulated on the way it is done and in particular the way the ladies that do the Bookers orders manage.
 - b. **Box for footpath** – Some concern was expressed about the box on the window shelf and the very poor presentation which did nothing to enhance the shop. DC agreed to speak to Robert about the concerns. However for the moment the box would stay in situ. There is unlikely to be any contribution from the shop.
 - c. **Swiss salad dressing** – MW had tried this and indicated that it tasted fine.
 - d. **Ham** – Now that ham was being ordered from Jon Thorner it was thought that the ham from Hawkridge could be stopped. However RC said he thought that we should have both so there was a choice. For the time being both would be ordered.
9. **Date and Venue of next meeting.** – Agreed to meet on **Monday 30th July 2018 at 7.30pm at Mary Whiting's house.**

Thanks were expressed to Anne Baxter for her hospitality.