

Payhembury Shop Committee

Minutes of meeting held on **Friday 21st September 2018** at Pat Fowler's house at 6.00pm

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

1. **Apologies for absence** – Tim Woolgar & Dawn Chamberlain
2. **Minutes of Meeting held on 30th July 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. **Map of houses in the village and surrounding area** – **Action TW had this work in progress.**
 - c. **Report from Mary re Gate to Plate** – DC to follow up re Georgie Porgy deserts.
 - d. **Calendar** – TW has actioned this and the final version is with the printers and is expected soon.
 - e. **Diary entries** - Some volunteers are still not signing entries or making clear their messages or indicating who is ordering goods or leaving comments. It was decided to put a message on the front of the diary to encourage more helpful entries.
 - f. **Long life milk** - Will provide this if the weather is likely to be bad over winter.
 - g. **Outing for Volunteers to Met-Office**- It seemed to be enjoyed by all who went and may be repeated.
 - h. **DVD's disposal** – DC had carried this out.
4. **Volunteers Report**
 - a. Glenda has been working hard in the shop and would be willing to do closing however she will need training to do this so has been encouraged to attend a few sessions with the more experienced volunteers before taking on this task on her own.
 - b. The rota has been tricky recently but all times have been covered.
5. **Financial Report**
 - a. **Profit and loss for July & August** – DC presented the P&L accounts which showed a total net profit as at August 2018 for the last two months of £920.
 - 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 August 2018 were £61,963.
 - c. **Peter Gee's Report** – The report showed that sales in August were at their lowest in this month since 2015 at £12,822. Footfall was down by 145 when compared with last year.
 - d. **Trading and profit and loss account for year ending 30th June 2018** – Sales were similar to 2017 but the cost of sales rose by around £2,100. Gross profit was down however but the Net Profit for the year was £7,932.
 - e. **Stock-take** – DC had started to carry out and indicated that he would welcome another person to help him. Members offered to help.
6. **Report of Buyer's meeting held 3rd September** – It was suggested that the chest freezer in the back room should be replaced by a double upright one and then this would enable a work surface to be put around the rest of the space thereby making better use of the room. The committee agreed that this should go ahead. DC would action. The existing freezer could be sold off or disposed of. However, RM indicated an interest in obtaining it.

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7. **AMM Thursday 11th October** – DC had amended his report and requested the committee to agree to the changes these were agreed. RC would order some cakes from Hoops for the event as suggested. RC to Action

8. **Applications for Raffle Money** – There were four applications which were allocated sums as follows:

Parish Paper - £100: Parish Council re Path to Feniton £100: Payhembury School for reading books £200: Bulb Show £100.

9. **Any Other Business** –

- a. **Goats meat frozen** – It was agreed to purchase some. Action MW to contact supplier.
- b. **Tuck Mill meat** – It was agreed to purchase £900 worth. MW to action
- c. **Yellingham Meat** – It is expected this would be available after Christmas.
- d. **Bread 50/50** – It was thought that Gundenham may be able to provide this. RC to enquire.
- e. **Farm Shop in Ottery** – AB had obtained some Ceylon tea from this shop and distributed it to members for tasting. She also mentioned that they had meat of their own for sale should we need it.
- f. **Salad bags** – Although we already buy Baby leaf packs it was thought we should investigate elsewhere. A check would be made in time for next year's season. DC would speak to Forest Products.
- g. **Honey** – DC reported that he had bought some honeycomb as a trial. Set Honey had been requested by a customer and although a slow seller it was thought that a few jars would be useful.
- h. **Moore's** – DC had ordered some more of their tins and fruit cakes for the Xmas period.
- i. **Turkeys** RM agreed to continue to order these for Christmas. A check to see if we had enough bags for the turkeys would be carried out.
- j. **DC and AB** would be making a trip to Makro to obtain Christmas goods.
- k. **Wendy** may make some more of her small baskets for Christmas as last year, and would be going to the stationers for goods as well.
- l. **Fudge** – This had been ordered by DC

10. **Date and Venue of next meeting.** – Agreed to meet on **Thursday 25th October 2018 at 7.30pm** at Anne Baxter's house.

Thanks were expressed to Pat Fowler for her hospitality.