

Payhembury Shop Committee

Minutes of meeting held on **Thursday 22nd November 2018** at Mary Whiting's house at 7.30pm

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

1. **Apologies for absence** – Tim Woolgar & Pat Fowler
2. **Minutes of Meeting held on 25th October 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. **Georgie Porgy deserts** – the first lot have now all been sold and DC has ordered more.
 - d. **Calendar** – Now in shop and selling well.
 - e. **Stock-take** – This appears to be going well although there were still some discrepancies.
 - f. **Items left on the till** – Volunteers to be encouraged to note the name of anyone that does not have enough money in their account when purchasing goods in the diary with telephone number so a follow up can take place should they not remember to return. This situation would be monitored.
 - g. **Outside area** – DC was waiting for contact from JB to find a suitable time to do the deep clean. AB to organise the Xmas tree and other decorations.
 - h. **Hawkridge** – RC had inquired whether they do brandy butter tubs but the reply was no.
4. **Volunteers Report** - AB reported that she has two new volunteers with a possible third to come. The Saturday duty on 22nd December was now covered. Due to TW not being available on Boxing Day MW agreed to take on the duty but preferred an earlier time of 10am to 11am. RC would adjust the notice accordingly.
5. **Financial Report**
 - a. **Profit and loss for October** – DC presented the P&L accounts which showed a total net profit as at October 2018 for the last three months of £1753.
 - 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 October 2018 were £62,796.
 - c. **Peter Gee's Report** – The report showed that sales for the period ending 31st October 2018 were slightly higher than October 2017. Footfall matched the same period as last year.
6. **Christmas Arrangements** -
 - a. RM was waiting for the poster from TW and would chase him for it.
 - b. MW agreed to do a list of available produce from Thorners suitable for Christmas.
 - c. RC had created the order sheet for items other than the turkeys and other meat and these were on the counter.
 - d. RM and AB would be on duty on the 22nd December to deal with the Turkeys.
 - e. Hot Drinks would be free from the middle of December and throughout January but the cookies would be taken away during that period.

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- f. RC would be doing the packing of fruit and veg on Friday 21st December ready for pick-up on Saturday 22nd. RC would ask for help once the number of orders is known.
 - g. RM would arrange the Christmas Raffle with prizes of £50 and £25.
 - h. It was suggested that some mini mince pies be purchased for use with the mulled wine that DC organizes. DCh to check Bookers or other suppliers.
 - i. Mistletoe – Leonard Salter may know where we could get some. LS to be asked.
- 7. Visit from Plunket 14/11/18** – The lady in charge of membership visited the shop and was impressed and satisfied with our arrangements. They have new rules now but it would seem that we are already conforming to them.
- a. What happens to surplus the shop may build up – following a question asked at the AMM regarding any surplus the shop may accumulate we are complying with the rules.
 - b. DCC Prepayment – Thought to refer to a request to Devon Count Council for a loan/grant to be able to pay for the manager during the first year. DC would check accounts for that period.
- 8. Santander contacts** – DC to check with TW as to whether SP's name had been deleted from their contacts.
- 9. Any Other Business**
- a. **Marty's picture** – Copies of this as cards would be available to sell in the shop.
 - b. **Goat's meat** – This is now in and waiting invoice so it could be priced and put on sale.
 - c. **Shop benches in back room** – We are still waiting for these and DC would chase Grant. If he is not forthcoming DC will undertake the task.
- 10. Date and Venue of next meeting.** – Agreed to meet on **Thursday 24th January 2019 at 7.30pm at Anne Baxter's House.**

Thanks were expressed to Mary Whiting for her hospitality.