

Payhembury Shop Committee

Minutes of meeting held on **Thursday 24th January 2019** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Tim Woolgar & Roz Mullin
2. **Minutes of Meeting held on 22nd November 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. **Hot Drinks** – Free drinks ended on 7th January and not end of January as stated on the minutes.
 - d. **DCC Prepayment** – Martin Wilkinson was helping DC to resolve the situation.
4. **Volunteers Report** – Going well at present with a new volunteer who had started recently. A Police Alert was read out by DC relating to fraudulent £50 notes and it was agreed to copy and put on the counter for both the volunteers and the customer's information. AB would also email all the volunteers with the information.
5. **Financial Report**
 - a. **Profit and loss from July to December 2018**– DC presented the P&L accounts which showed a total net profit for the period of £3,277.
 - b. **Balance sheet** – DC also presented the balance sheet which showed that cash in the bank was very healthy and that net assets were slightly up. Total net assets at the end of December 2018 were £64,320.
 - c. **Peter Gee's Report** – The report showed group sales by month for the last 6 months although no signs of growth they were holding steady. The end of day completion has been a problem due to the absence of one small report. Peter has produced a concise instruction for volunteers who close to overcome this problem. Peter was congratulated for providing this.
6. **Review of Christmas Trading / activities -**
 - a. **Schools Christmas Cards** – AB indicated that she would have bought their cards if available in the shop – It was agreed that PF would discuss with the school. **Action PF**
 - b. **Turkey Christmas Collection times/ email to customers** – Compared with previous years sales of turkeys were down. The window for collection was discussed and was felt to be too long and it was suggested that we should make it shorter in the future.
 - c. **Turkey Crowns** – It was thought that it would be a good idea to offer these in addition next year and RM would be asked to see if Jason can provide them if not to find another supplier.
 - d. **Festive tipples in shop 23rd Dec** – It was suggested that the glasses were too big and perhaps smaller ones would encourage more people to participate.
 - e. **Fruit and Veg orders** – There was only a small number of these this year so it was agreed that we do not offer this service next year.
7. **Sarah Price / Santander** – Sarah Price has requested that she comes off Santander as a named person on the account. The committee agreed to accept this change to the mandate.

Payhembury Shop Committee

It was also agreed to ask John Baxter to take on the role instead which he has agreed to do. The necessary forms would be obtained to action the change.

8. **Finishing stock take** – DC indicated that there were four sections remaining to be covered. Committee members volunteered to action these. It was also noted that items where it was 2 for 1 were not automatically being detected by the till and DCh agreed to identify the goods concerned and then Kirsty could be contacted to amend the system. **Action DCh**
9. **Any Other Business**
 - a. **Dorset Red Cheese** – A request for more of this was made. RC would order. It was also agreed that a list of cheeses available would be emailed to all committee members for further consideration. **Action RC**
 - b. **Fudge in Christmas Boxes** – It was felt that the boxes were putting people off buying them so it was agreed to investigate if the boxes could be removed and the contents put into another suitable wrapping.
 - c. **Calendars** – It was agreed to sell these off at half price.
 - d. **Annual Parish Council Meeting 30th March** – It was asked if the shop would like to participate but it was agreed that it was a lot of work for very little return and therefore we would not be participating.
 - e. **Water charges** – Due to the removal of the cess pit in Leaches yard and connection to the main sewer the shop may become liable to some water charges in the future.
 - f. **Colestocks Path** – As many dog walkers are now using this path it was reported that the Parish Council were to install a dog waste bin at the Colestocks end.
 - g. **Shelves management** – Some shelves have not been adopted and it would seem that some items are not in date order. DCh has taken on sorting all the shelves that need doing but would like some help with this. It was noted that Christine Warner had indicated that she would be willing to help out in the shop but not on the till and therefore would be contacted to see if she could help DCh. It was also noted that some deliveries were either short dates or out of date on receipt. Mo would be asked to mark boxes with the date when stacking in the store.
 - h. **Notices for putting in shop** – Posters etc. could be put outside but the notice board is already overloaded so it was suggested that some could go on the side of the refrigerator using magnets.
 - i. **Bunting** – Paula was thanked for updating and providing the bunting.
 - j. **Volunteers Supper** – Agreed subject to hall and Ed East's availability to hold this year's event on Thursday 25th April.
 - k. **Janet East Beef** – Janet had indicated that some would be available in the spring.
 - l. **Tuck Mill meat** – Tuck Mill had indicated that they had surplus small joints still available so it was agreed to take some for the shop. **Action AB/MW to investigate**
 - m. **Goat Meat** – This did not sell well so would not order any more.
 - n. **Wasting Bread** – It would seem that we are always wasting bread on a Tuesday so it was agreed to amend the Standing Order for Monday. **Action RC**
 - o. **Jim Staines postcards** – DC had these and agreed to put out for sale. **Action DC**
 - p. **Jon Thorner Pies** – Agreed to order for delivery on different days to avoid too many on sale at one time.
10. **Date and Venue of next meeting.** – Agreed to meet on Thursday 21st February 2019 at 7.30pm at Mary Whiting's House.

Thanks were expressed to Anne Baxter for her hospitality.