

# Payhembury Shop Committee

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Minutes of meeting held on **Thursday 21<sup>st</sup> February 2019** at Mary Whiting's house at 7.30pm

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

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

**2. Minutes of Meeting held on 24<sup>th</sup> January 2019** – 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. **£50 Notes** – It would seem that one had been taken since the last meeting but it was not sure if the pen had been used to check it. The bank however took it without question.
- d. **School Christmas Cards** – PF had contacted the school about our idea of selling the cards in the shop and they would consult with those concerned and let us know.
- e. **Turkey Crowns** – RM would contact Jason to see if he can provide some for next Christmas. **Action RM**
- f. **Santander** – The change in the named person on the account was in the process of being carried out.
- g. **Shelves management** – Christine had started the job to assist Dawn in this project and was doing well.
- h. **Wasting bread** – It seems that we are still wasting too much bread and a concerted effort was needed to resolve the problem. **Action RC/MW/PH**
- i. **Jim Staines Photographs** – DC is unable to find them at present.

**4. Volunteers Report** – Going well at present with a new volunteer who was doing well. Rota needs changing. **Action AB**

- a. **Volunteers Supper 25<sup>th</sup> April** – All is booked. East will select the dishes which could be Chicken, Beef or Lamb.
- b. **Request for a child to help in the shop** – It was felt that this particular child was too young to participate and AB would contact the parent to inform them. **Action AB**

**5. Financial Report**

- a. **Profit and loss for January 2019**– DC presented the P&L accounts which showed a total net profit for January of £1252.
- 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 January 2019 were £65,572.
- c. **Peter Gee's Report** – The report showed group sales by month for the last 7 months although no signs of growth they were holding steady.
- d. **New purchases – Microwave / Dump Basket** – One customer is known to have used the Microwave so far. The Dump Basket will contain shelves to put all the out of date produce on and then be positioned at the side of the table where they will be more visible. It was proposed that the bar codes on the bread should be used as this would solve confusion on which bread is being purchased. DC would arrange for the bar codes to be put on the system.

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6. **Calendars for 2020?** – It was agreed give them another try.
7. **New Products** – DCh suggested Gin with various flavours may be a good seller and was at a good price. It was agreed to give them a try. **Action DCh**
8. **Stock take Update** – DC had completed the stock take with exception of some small stationary items. It would seem that the outcome was satisfactory although some numbers did not tally with the record on the computer.
9. **Any Other Business**
  - a. **Hawkridge Order** - AB had looked at their latest catalogue and came up with some suggestions for ordering in the future. AB was requested to mark the appropriate items in the catalogue and RC would consider these when ordering in the future. **Action AB/RC**
  - b. **Herb selection** – It was thought that fresh herbs were available from Dart Fresh and this would be investigated. **Action RC**
10. **Date and Venue of next meeting.** – Agreed to meet on Thursday 21<sup>st</sup> March 2019 at 7.30pm at Anne Baxter's House.

Thanks were expressed to Mary Whiting for her hospitality.