

Payhembury Shop Committee

Minutes of meeting held on **Thursday 21st March 2019** at Anne Baxter's house at 7.30pm

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

1. Apologies for absence – Dawn Chamberlain

2. Minutes of Meeting held on 21st February 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. **Turkey Crowns** – RM had made enquiries and Jason had indicated that he would be able to provide crowns for Christmas.
- d. **Wasting bread** – After a concerted effort the wastage was much reduced.
- e. **Jim Staines Photographs** – DC is unable to find them at present.
- f. **Dump Basket** – Working well.
- g. **Calendars for 2020** – At the last meeting we agreed to give them another try however it was agreed to leave for a year and meanwhile to come up with a list of suggestions for a theme in the future maybe on our 10th anniversary. **Action All**
- h. **Flavoured Gin** – These had sold well and more would be ordered.
- i. **Hawkridge Order** – The products that had been suggested by various volunteers had been tried out and were selling well and would continue to be ordered. **Action RC.**
- j. **Herb Selection** – It was noted that Dart Fresh do sell fresh herbs and these would be considered for later in the year.

4. Volunteers Report – Going well at present with a two new volunteers who were doing well.

Volunteers Supper 25th April – All is booked. Response has been good and AB was in the process of organising helpers to assist at the hall from 4.30pm.

5. Financial Report

- a. **Profit and loss for February 2019**– DC presented the P&L accounts which showed a total net profit for February of £585.
- 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 February 2019 were £66,157. It was noted that there was a lack of cash in the till and even the bank did not have any change when requested. Suggested that we ask customers who want to pay for small amounts with a contactless card whether they could pay by cash instead. AB would send an email to all shop volunteers. **Action AB**
- c. **Peter Gee's Report** – The report showed group sales by month for the last 8 months although no signs of growth they were holding steady. Footfall however remained steady at 2500 during the month.
- d. **Update on Sarah Price and Santander** – A letter had been received from Santander with further forms that required more details to be completed. DC agreed to deal with them. **Action DC**
- e. **Financial Conduct Authority** - Form received. However DC thought that our accountants should have completed it but had not, so DC agreed to do it. **Action DC**

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6. **Wineworld** – Due to the ill health of the owner there was not so much stock to choose from at present however he is recovering and the situation should improve.
7. **Sponsorship** – Roxy Spiller was looking for sponsorship to enable her to go to Croatia for the European Championships. It was agreed to sponsor her to the sum of £250.
8. **Plunket photo's** – The Plunket Organisation had sent a copy of the photos they have of our shop taken on the opening and asked if we need to update them. It was agreed to take some new ones and would include photos of the forthcoming volunteer's supper.
9. **Any Other Business**
 - a. **Tins of fish and meat out of date** – A question had been raised on whether we should be selling these out of date items. As they were marked as 'Best Before' it was agreed that it was OK to sell them.
 - b. **Paint Outside of shop** – DC would like to carry this out soon and asked if John Baxter could help. AB would inform JB.
 - c. **AB away in May** – The rota would need to be kept up to date and MW agreed to carry this out.
 - d. **New items** – In order to improve the process of dealing with new items it was important that these were put out the back of the shop on arrival so that they can be entered onto the system.
 - e. **Bad Chicken** – The chicken that was sold and found to be bad even though it was well within the sell by date, turned out to be the fault of K&M as the wrong date had been put on it. They had apologized.
 - f. **Thorner Supplies** – Supplies had been short for a couple of weeks but it was hoped this would be resolved shortly. When orders were back to normal they would include vegan pies.
 - g. **Publicity Board outside** –The board was beginning to be over used and it was agreed to use the side of the fruit and veg fridge for the events section. This would require the purchase of magnets. Business adverts that are paid for would continue to be located on the main board. Headings for the two areas would be required and RC agreed to do these. **Action RC**
 - h. **Plant stands** - RC asked if something similar to the Dump Basket could be provided for the plants. DC agreed to investigate. **Action DC**
10. **Date and Venue of next meeting.** – Agreed to meet on Thursday 16th May 2019 at 7.30pm at Pat Fowler's House.

Thanks were expressed to Anne Baxter for her hospitality.