

Payhembury Shop Committee

Minutes of meeting held on **Thursday 25th July 2019** at Mary Whiting's house at 7.30pm

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

1. **Apologies for absence – Tim Woolgar and Anne Baxter**
2. **Minutes of Meeting held on 20th June 2019** – Agreed a correct record and signed.
3. **Matters arising from the minutes**
 - a. **Map of houses in the village and surrounding area – Action TW had this work in progress.**
 - b. **Plunket Photos** – New photos are required in addition to those taken at the recent supper event and should be sent to TW. **Action All**
 - c. **Recycling** – School have decided to do it in house.
 - d. **Naomi Gammon** – A letter of thanks had been received for our contribution however it is not sure if she is still going to Hong Kong due to the situation there.
 - e. **Maintenance outside shop** – This had been completed and looks very good.
 - f. **Health & Safety** – RC had found the relevant documents and DC is in the process of completing these. **Action DC**
4. **Volunteers report**
 - a. **Volunteer's duties** – DC read out a report from AB on the present situation. Things seem to be improving with several new recruits undergoing training and others showing an interest. TW's poster may well have helped in this respect.
5. **Financial Report**
 - a. **Profit and loss for June 2019 and end of year**– DC presented the P&L accounts which showed a total net loss for June of £1212 (this was due to donations given out during June) and a profit for the year to date of £5353.
 - b. **Balance sheet** – DC also presented the balance sheet which showed that cash in the bank was very healthy but that net assets were slightly down. Total net assets at the end of June 2019 were £66,428.
 - c. **Peter Gee's Report** – The report showed group sales by month for the last 12 months which thanks to better trading in June meant we ended up 1% above last year.
6. **Date for AMM** – Agreed to hold on **Thursday 10th October at 7.30pm**. Organisations wishing to make a bid for funds to support their activities would be contacted and information included in the next shop report for the Parish Magazine. **Action MW/RM**
7. **Report on Plunket AGM** – DC and TW attended the meeting of Plunket in Bristol recently. They found it to be good and interesting and it enabled them to mix with others who also run shops. They were also able to obtain advice in respect to purchasing the property and the future of the shop. There would need to be a meeting of shareholders once plans were formalized to get their agreement. **Action DC**
8. **5 Year Plan** – After discussion on what it could include DC agreed to put ideas together for consideration. **Action DC**

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9. Any Other Business

- a. **Shares** – One shareholder wished to cash in his shares. A refund was agreed to.
- b. **Cards for sale** – A selection of new cards for the shop were shown and it was agreed to purchase.
- c. **Reduced Labels** – Some volunteers were putting reduced labels on goods too early so it was decided that certain people would be responsible for dealing with this and AB had sent out an email with the details.
- d. **Till notices** – Notes and till receipts left on the till were prone to get lost so it was agreed to provide a separate folder for these. It was also requested that as much information as possible is given and for the volunteer who leaves these notes to put their name on so if more information is required they can be contacted.
- e. **Fresh Herbs** – These were available from Dart Fresh but a request for certain ones is needed so we do not create wastage. **Action RC to order accordingly**
- f. **Baskets** – These are beginning to fall apart so it was requested that we purchase some more substantial ones. **Action DC**

10. Date & Venue of next meeting – Agreed to meet on 26th September 2019 at 7.30pm at Pat Fowler's House.

Thanks were expressed to Mary Whiting for her hospitality.