

Payhembury Shop Committee

Minutes of meeting held on **Thursday 26th September 2019** at Pat Fowler's house at 7.30pm

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

1. Apologies for absence – Tim Woolgar and Roz Mullin

2. Minutes of Meeting held on 25th July 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. **Health & Safety** – RC had found the relevant documents and DC has now been completed the necessary forms.
- d. **Reduced Labels** – Restricting the use to those who open the shop seems to be working well.
- e. **Till notices** – This seems to be working well providing the folder is checked regularly.
- f. **Baskets** – Some of the baskets were falling apart and it was agreed to purchase more of the same. **Action DC**
- g. **Fresh Herbs** – No one had ordered any.

4. Volunteers report

- a. **Volunteer's Report** – 2 New Volunteers now in post. Thanks were expressed to MW for looking after rota while AB was away. Situation is OK at the moment.

5. Financial Report for July/August

- a. **Profit and loss**– DC presented the P&L accounts which showed a total net profit for July and August of £1506.
- 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 August 2019 were £67,934.
- c. **Peter Gee's Report** – The report set out group sales for the first two months of the financial year over the last 6 years showing that 2019 was the best yet.
- d. **Letter from R. Leach** – A valuation for the shop premises had been carried out and came to £90,000. However, Robert would be prepared to sell the shop at £30,000 providing he gets planning permission for the redevelopment of Slade Barton. It was agreed that we should also have a valuation done for our own information. **DC to Action**
- e. **Maintenance Contingency Plan** – A five year plan had been developed which gives a surplus of £15,000 to work with. This plan would be updated as the year's progress.

6. AMM – Thursday 10th October at 7.30pm.

- a. **The Chairman's Report** was read and agreed. AB would read it out at the meeting.
- b. **Applications for donations** – Three applications had been received. It was agreed to support as follows:
Church Wall restoration - £1950
Tea & Bingo Club- £100
Spring Flower Show - £200

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7. **Application to sell cards** – Cards had been supplied as samples and it was agreed to sell three of the designs. **Action DC to contact the person concerned.**
 - a. **Devon Coast & Country Walks Booklet** – DC had picked this booklet up while on holiday and thought it was good. A copy was passed round and it was agreed to try and purchase some. **Action DC**
8. **Any Other Business**
 - a. **Inputting on system** – It was suggested that we find an extra person to assist with inputting. **DC agreed to find a suitable person.**
 - b. **Playing Fields** - The Parish Council are carrying out a survey on Playing Fields improvements and a box to put survey results in would be put in the shop.
 - c. **Book Signing** – Jane carried out a signing of her book in the shop which was very successful.
 - d. **New Year Stocktake** – Dates to be advised.
 - e. **AMM** – Ladies to provide refreshments. **RC to order cakes** as requested.
9. **Date & Venue of next meeting** – **Agreed to meet on Thursday 24th October 2019 at 7.30pm at Anne Baxter's House.**

Thanks were expressed to Pat Fowler for her hospitality.