

Payhembury Shop Committee

Minutes of meeting held on **Thursday 23rd January 2020** at Anne Baxter's house at 7.30pm

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

1. Apologies for absence – Tim Woolgar

2. Minutes of Meeting held on 28th November 2019 – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Cartwright & Butler** – DC had placed three orders for more supplies from this company as the goods are selling well.
- b. **Turkeys** – Number ordered was down this year compared with previous years.
- c. **Jim Staines Cards** – Still lost but still searching. **Action DC**
- d. **Milk Glass bottles** – The milk from Oak Park Dairy was selling very well and future orders have been increased and would be monitored.
- e. **Dart fresh Meat** – MW had not been in touch with them to date. **Action MW**

4. Volunteers report

Julie Ridd had agreed to join the Sunday Rota and Anita Elsom had also joined the volunteer group. Halina is not able to carry on volunteering at present. Otherwise the rota was good this week.

5. Financial Report for November and December

- a. **Profit and loss**– DC presented the P&L accounts November and December which showed an increase over the same period last year. The net profit for the year to date was £3.955.
- b. **Balance sheet** – DC also presented the balance sheet which showed that cash in the bank was very healthy and that net assets had increased. Total net assets at the end of December 2019 were £70,383.
- c. **Peter Gee's report** – Showed group sales for the last five and a half years which showed that there is a gradual increase in sales year by year. Current years sales compared with the same period last year were up by £946.

6. Christmas trading – Overall sales were good despite less turkeys being ordered. Special purchases sold well and something else special for next year would be sought.

7. Parish Annual Meeting (Dawn) The annual meeting would be held on Saturday 28th March from 10.00 to 12.00 in the Parish Hall. The theme would be a Local Foods & Sustainability Fair. The committee agreed to support with two tables and volunteers would be contacted to seek their help. **Action AB**

8. Any Other Business

- a. **Stocktake** – This was now due and four dates were selected where 4 people would be required for each. The dates are as follows:
Saturdays from 1.00pm for 2 hours on 22nd, 29th February and 7th, 14th March. **AB would co-ordinate volunteers. RC volunteered to do the fruit and vegetables.**

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- b. **Village Shop Countrywide Alliance event** – Our shop had been nominated to compete and forms needed to be completed (**MW would do this and circulate to the committee for comment**). The judges would visit the shop as part of their assessment. It was suggested that we have some local stickers to promote the event and highlight local products.
 - c. **Tuck Mill Meat** – MW informed the committee that this meat would be available at the end of February.
 - d. **Availability of keys** – Following a recent shortage of keys to lock up various solutions were discussed however it was decided to continue as we are but keep an eye on the problem.
 - e. **Alix** – She had requested other duties in the shop apart from the till this would be considered.
 - f. **Greeting cards** – DC had received a new lot from a villager and would put these in the back of the shop for the committee to consider. As we are getting a lot of cards now it was agreed to reduce some of the existing long-term ones to make way for the new ones. Paula was continuing to pursue further greeting cards.
 - g. **Space on shelves** – Space left when goods sold out have been used for other goods so when the restocking takes place there is not room. It was agreed to have a review of space as there were gaps which could be utilised.
 - h. **May Bank Holiday** – Dch informed the committee that as the anniversary of VE day was Friday 8th May this would be a Bank Holiday which meant that the normal bank holiday on Monday 4th May would not now take place. There was likely to be some celebrations locally which may affect the shop.
 - i. **Christmas decorations** – As there was a problem with the decorations used last year over the till AB and Paula had purchased others to replace them for this year and it was hoped that these would be OK.
9. **Date & Venue of next meeting** – **Agreed to meet on Thursday 27th February 2020 at 7.30pm at Mary Whiting's House.**

Thanks were expressed to Anne Baxter for her hospitality.