

Payhembury Shop Committee

Minutes of the meeting held on **Thursday 27th February 2020** at Mary Whiting's house at 7.30pm

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

- 1. Apologies for absence – Roz Mullin**
- 2. Minutes of meeting held on 23rd January 2020 for signing** – Agreed a correct record and signed.
- 3. Matters arising from minutes**
 - a. Parish Annual Meeting** – To be held on 28th March from 10.00 to 12.00. It was reported that many organisations had already booked a table and the Shop would also be taking part. It was agreed to have tastings and goods available to purchase. RC would order extra cheeses for the tasting. Volunteers were available to help. **Action RC**
 - b. Tuck Mill Meat** – It was reported that the meat would not be available until a week later than originally indicated.
 - c. Alix** – Other duties in addition to the till had been requested by Alix and this was under consideration for the future.
 - d. Availability of keys** – Keys had not been available recently when required but after discussion it was agreed to leave the situation as it is but monitor it.
- 4. Volunteers report** – Situation recently had been good. Clive Fowler wants to give up his duties and someone else would be needed to replace him. Richard McCarthy is on board.
 - a. Volunteers supper 30th April** – The food will be made available by Janet and Ed East as usual. An invitation would be emailed to all volunteers nearer the time.
 - b. Volunteers use of the till** – Some volunteers are not clipping a receipt to the card payment slip when an account is being paid or cashback is being given. Reminders would be sent.
 - c. Change for the till** – A cashbox would be made available specifically for the purpose of providing change when required for the till. It would be marked as such and volunteers are asked not to go into the other cashbox which is for use by DC only.
- 5. Finance report**
 - a. P&L report for January** – DC presented the report which showed an increase in sales over the same period last year and a net profit of £3.961.
 - b. Balance sheet** – DC presented the balance sheet which showed that cash in the bank was very healthy and that net assets had increased. The total net assets at the end of January 2020 were £70,389.
 - c. Peter Gees report** – Showed that sales were at their highest year to date.
 - d. Minimum spend for use of contactless** – After discussion it was agreed to continue allowing any sum to be accepted. However, for cashback a £5 minimum spend is required.

6. Report of buyers meeting

- a. **Meat** – It was reported that Dart Fresh sell meat and it was agreed to try some of their free-range chickens and sausages.
 - b. **Last course Patisserie** – It was agreed to purchase some chocolate brownies and consider other items when an up to date catalogue was available. **Action RC would obtain a catalogue**
 - c. **Quail Eggs** – **AB** would, through Paula, arrange to purchase some for the Springtime. **Action AB & Paula**
 - d. **Daisyland Products** – Produced by Lucy Scattergood were shown to the committee and it was agreed to purchase some. **Action DCh to select and liaise with Lucy.**
- 7. Upgrade of shop computer** – It was agreed that as Windows 7 was no longer supported by Microsoft it was time to upgrade to Windows 10. The committee supported this recommendation and DC would progress. **Action DC**
DC also suggested that we need to separate the special payments that were shown on the main account and it was agreed to do this as a paper exercise making it clearer to see the shop account without these items.
- 8. Countryside Alliance Visit** – It will be important to ensure that the shop looks at its best for this visit. Tidy, clean and no gaps in shelves and to clean up outside. We have not yet been informed of the date. TW to consider the possibility of actioning the freeze to go around the walls if time permits. **Action TW**
- 9. Any Other Business**
- a. **Small cakes** – MW indicated that there was a supplier that may be suitable. A trial would be supported. **Action MW**
 - b. **Panic Button** – Due to recent activity elsewhere in other shops the committee were informed that the shop had a Panic Button that could be used if really needed and the alarm would be likely to deter any would be thief. The shop already has CCTV which would also be a deterrent to anybody thinking of theft.
- 10. Date and venue of next meeting – Agreed to meeting on Thursday 26th March at 7.30pm at Anne Baxter's house**

Thanks were expressed to Mary Whiting for her hospitality