

Payhembury Shop Committee

Minutes of meeting held on **Monday 19th January 2015** at Mary Whiting's house at 7.30pm

Present: AB, DC, PN, MW, WG, TW, RC.

1. **Apologies for absence** – Rob Brown and Roz Mullin
2. **Minutes of last meeting held on 17th November 2014** – Agreed a correct record and signed.

3. **Matters Arising**

Change of Bank – As Barclays seem to have lost the forms we completed it was decided to stay with Santander. An extra signature is required and Paula Nelson agreed to do this. Each cheque requires only one signature.

Quarterly Shop News Letter – The next issue was due to be circulated in February. It was decided that Anne Baxter should feature as a committee member. Other items to be included are Easter order for the large pies, raffle to repeat the experiment that was held during the Christmas weeks and explain where the money goes and account holders to be reminded to pay off their accounts at the end of each month. Any further items should be emailed to David.

Christmas arrangements – Considered went well except for the two Turkeys that were late being collected.

'A' Frame Notice Board – Various problems had been realized including the slope, wind damage, best location, and price. It was not sure that it is needed as sales were up. DC would continue to look into the possibility of a wooden Notice Board. It was further suggested that now we have the new windows it may be possible to put something up there.

Power outside – DC informed the committee that RL had agreed to power being put on. This was being arranged and was due to be installed soon.

Parish Magazine – The shop advert was now in a satisfactory state.

4. **Financial Report**

Accounts November/ December – DC presented the report. It was pleasing to see that sales were up. The balance sheet showed a healthy cash balance in the bank. However not every account holder clears their account at the end of the month and it was suggested that there should be a reminder. This would be done through the Newsletter.

Review of Trading – Wastage was not a lot different to last year but items most likely to be wasted were bread, milk and vegetables. Peter Gee's report made very interesting reading and showed that sales had increased by 11% during 2014 compared with 2013. More sales were now paid for on cards and cash transactions had reduced. Christmas orders were down in 2014 compared with both 2012 and 2013 and it was felt that the competition from Aldi and lidl may have something to do with this. Sales of fruit and vegetables may be improved if the customers know where the produce is grown – DC to ask Dart Fresh to provide a summary for our use.

Group Sales – most of the items were a plus however meat sales down compared to the same period last year due to not having supply of meat from local farm this year.

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5. Buyers Meeting Report

Pies from Okemoor seem to be selling well and more have been ordered.

Fresh soups from Rod & Ben's have sold quite well with two left. More will be ordered.

Bookers not always providing the service we would like so other cash & carry outlets in Exeter would be investigated.

Full skimmed milk – decided not to order the 2 litre version any more to help reduce wastage.

Cakes – order has been changed to balance the numbers between Tuesday and Saturday.

Figgy puddings did not sell well this year so will not order next year.

Dairy Free Cheese – This would have to be by special order if required.

Stationary – Peg board required to enable more stock to be sold.

Cut Flowers – could be high on wastage so decided not to pursue. A window box or similar was suggest for outside to help improve the look of the building.

Adopt a section – Five sections left to fill but generally it is working well. AB agreed to send an email re thanks to those that are doing the job and encourage others to fill the vacant slots.

Microwave – Too many problems involved including health issues so it was agreed not to provide.

Organic Veg – Other shops provide a service whereby the organic supplier brings the organic boxes to the shop for the customers to pick up. DC to investigate further.

Air Conditioning – To investigate how we can reduce the heating overnight when it is not needed.

6. **Volunteers Report** – No problems at present.

7. **Volunteers adopt a section** - Dealt with above.

8. **Volunteers Italian Evening** – Numbers coming were increasing but volunteers were requested to encourage other volunteers to come. Duties were allocated for the event.

9. **AOB** – Small selection of paperbacks for the shop suggested however when the telephone box is reinstated it will probably be providing this service.

Signs in the shop/ Post Office notice on window – to be looked at and improved. Tobacco goods will be out of sight from April (Law) so a new notice to indicate what we have and prices will be needed. Also the sign for the age limit needs to be modified.

Cable to the till is untidy and gets in the way of the drawers. A hole in the counter is needed to feed the cables through however David Conway would have to deal with moving the cables.

10. Date & Venue of next meeting. Agreed **Monday 23rd February 2015 at 7.30pm at Paula Nelson's House**