

Payhembury Shop Committee

Minutes of meeting held on **Monday 23rd February 2015** at Paula Nelson's house at 7.30pm

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

1. **Apologies for absence** – Rob Brown
2. **Minutes of last meeting held on 19th January 2014** – Agreed a correct record and signed.

3. **Matters Arising**

Change of Bank – As we have decided not to change banks and stay with Santander TW will obtain a form from them for the additional signature that is required.

Quarterly Shop News Letter – The current issue was ready and will be circulated shortly. It was decided that Anne Baxter should feature as a committee member. Other items 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 accounts by the end of each month.

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.

Fresh soups from Rod & Ben's – Sales have tailed off so have decided not to order any more, they are also expensive. It was suggested that the brand "Covent Garden" do soups which may be more suitable. Enquiries will be made to find a supplier. **Action RC/DC**

Stationary – Peg board required to enable more stock to be sold. TW had made enquiries and found something suitable however the delivery costs were more than the price of the goods so did not order. Further enquiries will be made locally. **Action TW/DC**

Cut Flowers – RC had found a company selling Daffodils and these had been purchased and sold well. It is anticipated that a further order would be made for Mothering Sunday and for Easter. **Action RC**

Organic Veg – DC had found that the supplier he contacted no longer provide boxes.

Air Conditioning – To investigate how we can reduce the heating overnight when it is not needed. Information from the manufacturers has now been obtained but DC is cautious about setting it up. DC will try and contact the same company that came to service the system and get them to do it. **Action DC**

Volunteers Italian Evening – It was unanimously agreed that it was a wonderful evening and congratulations and thanks were extended to all those involved in the preparations.

4. **Financial Report** – DC presented the report which indicated that all was in order. Peter Gee also provided a written report and was congratulated for the excellent review of the month of January. In respect to the general trading figures both Fresh Meat and Bread showed minus figures however, this was thought to be caused by incorrect entry on the till. This would be investigated and information would be prepared for volunteers in order to correct the problem. It was noted that all Baker's produce should not be scanned.

Payhembury Shop Committee

5. **Future purchasing and suppliers** – It was noted that we are now ordering produce from 'Best Way' in addition to 'Bookers' so that we can obtain a wider selection of products.
6. **Volunteers Report** – Last week was tricky due to half term but generally all is well.
7. **Outside Area** – DC suggested that we reorganise the fruit and vegetables by providing a chiller in the outside area for the produce that needs keeping cool so it stays fresher for longer. Thought a good idea and further investigations would take place.
8. **Any Other Business**

Hot Drinks – These still seem to be selling well.

East Devon DC – Information requested re Rate Relief. **Action RC would deal with.**

Valuation Office Form – TW to complete.

Sign for window – TW had found a moving message machine that may be suitable however, how it would fit in the window needs further investigation. **Action TW**

Closures over Easter – The following early closing would occur on Good Friday 12noon, and Easter Monday 12noon. All other days over the holiday would remain the same as normal.

Volunteers closing on a Friday – AB indicated that another volunteer was required to join the rota.

Bay Tree Products – A new order had just been received. A query about providing fudge would be investigated.

Out of Date products – It was reported that these are reducing and where possible are being sold at a reduced price.

Xmas Puddings – We need to decide what to do with the four puddings remaining in stock.

New Ordering System – Due to ordering from the two main suppliers it has meant that there have been some gaps in the shelves. WG asked for suggestion for any other products that could be ordered to fill these gaps.

Big Pies Order – This would be available as Easter approaches.

Brownies – It was asked that more of the luxury Brownies be ordered. **Action RC**

Children to provide items for decoration – It was suggested that the school be approached and the children be asked to make some small items which could be used as Easter decoration and hung on the branches that are still up in the outside area. **Action PN**

Payhembury Christmas Cards – It was suggested that we have some Christmas cards showing Payhembury. Further consideration is needed.

Easter Raffle –The prizes would be £40 and £20.

Prize Vouchers – So these could be spent gradually if wanted, it was suggested that some form of account be set-up so that a tally could more easily kept.

9. **Date & Venue of next meeting.** Agreed **Monday 30th March at 7.30pm at Anne Baxter's House.**

Thanks were expressed to Paula Nelson for her hospitality.