

Payhembury Shop Committee

Minutes of meeting held on **Monday 20th July 2015** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Received from Wendy Gee and Rob Brown
2. **Minutes of last meeting held on 1st June 2015** – Agreed a correct record and signed.
3. **Matters Arising**

New Signature at Bank – The new forms have now been obtained and were in the process of being completed. **TW/PN.**

Sign for window – Waiting for news. **Action TW still investigating alternatives.**

Bay Tree Products – DC was hoping to be able to order some fudge however Bay Tree had a poor selection and so no order was made. Fudge that has been supplied came from Queenswood. DC had asked for a rep from Bay Tree to come to the shop to discuss their products and this has been arranged for Wednesday this week. **DC to report back on outcome.**

Debtors – Despite the notice asking account holders to pay off the accounts at the end of June only £200 had been gained. After discussion it was agreed to continue with gentle reminders when required as account holders were our most valued customers.

Newsletter – The previous suggestions for inclusion which included Fish, stationery and accounts to be paid would hopefully feature. It was also noted that Beef from Janet East may be available. The supplier feature could be the Honey man (Colin Sherwood). **Action DC** needs to contact Claire McMurtrie.

Fabric of the shop - TW has conducted a survey of the shop and came up with various suggestions all of which were approved by the committee and he was given the go ahead to come up with firm proposals. **Action TW**

Raffle – Recently the raffle seems to be more popular and sufficient money was coming in to cover the prize and therefore it was agreed to keep as it is for the time being.

4. **Financial Report**
 - a) **Profit & Loss for May and June** – DC presented the accounts which showed a healthy net profit.
 - b) **Balance sheet** – DC presented the balance sheet which showed a slight decrease over last month in the amount that debtors owed. Cash in Bank was up and it was noted that there was only a year to go when the Commercial loan would be paid off. Total net assets at the end of June were £41,182.
 - c) **Peter Gee's Report** – The report showed during the year ending June 2015 that sales grew by 7.2% an increase in turnover of £9,776 an excellent result.
 - d) **Help needed** – DC indicated that he would welcome someone to help with some of his duties from time to time and several names were submitted. **Action DC to follow up.**
5. **Buyers Meeting** – DC reported on the meeting held on Wednesday 8th July. The following was noted: Bestway still owed us money but it was agreed to write this off. It was suggested that we should have a better choice of deserts in the freezer and MW agreed to investigate

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further. It was also suggested that Miles East may be able to produce some of these and he would be approached to see if it was possible. **Action MW/DC**

6. **Volunteers Report** – All seems to be fine at present.
7. **Village Footway Update** – DC had attended the last Parish Council meeting when it was reported that the council had enough money to go ahead with the construction of the footway and therefore may not need our contribution of £5,000. Progress on this matter will be monitored. **Action DC**
8. **Date for A.M.M.** – Agreed to try for Thursday 8th October 2015 at 7.30pm. DC hoped to include in his Chairmen's report that we will soon be in a position to start paying back those who gave loans to help establish the shop.
9. **Any Other Business**
 - a. **Peter Gee's suggestion re-rewarding account holders** – After discussion and considering the complications of doing this it was decided not to pursue this idea.
 - b. **Beautiful Days Event** – As many of the visitors to this event come past the shop it was agreed to provide publicity in strategic areas to encourage them to visit the shop. **Action – MW/TW to provide advertising boards as appropriate.**
 - c. **White Board** – It was suggested that it would be beneficial to have a message board for volunteers in the back of the shop and it was agreed to provide. **TW would see if he had a white board available.**
 - d. **New Manual for Volunteers** – It was reported that Peter Gee was in the process of producing an up to date manual.
10. **Date & Venue of next meeting** – Agreed to meet on Monday 14th September at 7.30pm at Paula Nelson's house.

Thanks were expressed to Anne for her hospitality.