

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 21<sup>st</sup> September 2015** at Paula Nelson's house at 7.30pm

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

1. **Apologies for absence** – Received from Tim Woolgar and Rob Brown
2. **Minutes of last meeting held on 20<sup>th</sup> July 2015** – Agreed a correct record and signed.
3. **Matters Arising**
  - New Signature at Bank** – TW reported that the FCA took too long to reply and couldn't provide the information required anyway so TW will contact Santander and start again. **TW/PN.**
  - Sign for window** – Now in situ but there was some doubt as to whether it was in the right place. RC would learn how to change the message in due course with the help of TW. AB would email volunteers on how to switch it on and off. **Action RC/AB/TW**
  - Newsletter** – The August edition had been circulated and was considered to be excellent.
  - Fabric of the shop** - Awaiting proposals from TW. **Action TW**
  - Village Footway Update** – It was reported to DC after the Parish Council Meeting that a site meeting had taken place and the Council had suggested that the project should be completed by March 2016.
  - White Board** – This board was not being used enough by volunteers and more use would be encouraged. **Action AB to email volunteers**
  - New Manual for Volunteers** – This manual was now on the counter and provides a clear view of what is on each screen of the till when a button is used. Volunteers would be encouraged to browse through it which would help them to find the various products. The other manual provides instruction on how to use the till and various operations such as use of the credit card machine etc. This manual is kept in the bottom draw of the counter. **Action AB to email Volunteers**
4. **Financial Report**
  - a) **Profit & Loss for July/August** – DC presented the accounts which showed a healthy net profit.
  - b) **Balance sheet** – DC presented the balance sheet which showed that net assets were up. Cash in Bank was up and it was noted that the Commercial loan would be paid off at the end of May 2016. Total net assets at the end of August were £42,842.
  - c) **Peter Gee's Report** – The report showed that sales were holding up during July and August although the number of transactions had fallen. It was noted that around 50 of the customer accounts were active compared with 39 for last year.
  - d) **Paying off customer accounts** – This could still be better but it was felt that we could live with it as each customer had a limit.
5. **Buyers Meeting** – DC reported on the meeting held on Wednesday 16<sup>th</sup> September. The following was noted: RC would check to see if there were any more chocolate chip cookies left and inform WG who will cook any remaining. Bakers had been requested to bake a harvest sheaf made of bread for the table as decoration & RC would try and obtain some

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corn on the cob. A notice showing the days when deliveries of goods were expected would be put together for information and would be displayed over the freezer in the back room.

**Action DC/RC**

6. **Christmas arrangements** – Decorations would be arranged by AB and PN. Turkeys and Geese would be delivered on 23<sup>rd</sup> December and PN would organise the ordering form to include prices etc. Ducks would be available through K&M. K&M would now be delivering on a Thursday but had cut the discount to 15%. A butcher in Cullompton who would give a 20% discount had been approached and would be writing to DC with their trading proposals. DC would do some mulled wine. Opening times to be confirmed but it was suggested that we would close on Xmas Eve at 12.00noon, be closed all day on Xmas Day and open on Boxing Day from 10.00am to 12.00noon. RC would revise the order form for all other Christmas goods.
7. **Volunteers Report** – All seems to be fine at present. It was asked if any security checks were carried out when a person volunteers to help in the shop. It was reported that there were none at present.
8. **AMM Thursday 8<sup>th</sup> October 7.30pm** – DC would present his report as circulated. A list of Members would be available to tick off attendance. Refreshments would be organised by PN/AB and cakes would be ordered from Mrs Trude. (Suggested Carrot and Coffee & Walnut Cakes)
9. **Drinks Machine** – The price of drinks had been reduced from £1.50 to £1.00 to encourage more use. It was also noted that we were making a profit although the cost of the machine was yet to be covered.
10. **Any Other Business**
  - a. **Requests from Community Groups for contribution from shop raffle** – DC had received seven applications for contributions and all of these were agreed and would receive a contribution at the AMM.
  - b. **FCA** – Signatures were required from each of the committee and a form was circulated.
  - c. **£50 note** – A £50 note had been presented for a half price bun recently and had been refused by a volunteer which was approved of as the right thing to do. A pen that detects if a note is valid will be made available so that this kind of event can be checked.
  - d. **Cakes available** – MW indicated that she had been in touch with another cake maker to see if an alternative selection of cakes was available.
  - e. **Table** – It was suggested that this should be replaced by a set of shelves in the manor of a dresser and that it would provide more space for the products and look better. **Action DC would speak to TW**
11. **Date & Venue of next meeting** – Agreed to meet on Monday 26<sup>th</sup> October at 7.30pm at Anne Baxter's house.

**Thanks were expressed to Paula for her hospitality.**