

Payhembury Shop Committee

Minutes of meeting held on **Monday 26th October 2015** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Received from Roz Mullin, Tim Woolgar and Rob Brown.
2. **Election of Chairman** – DC indicated that he was willing to continue. AB proposed and MW seconded and DC was duly elected.
3. **Election of Vice-Chairman** – TW had indicated that he was willing to continue. TW was proposed and seconded and duly elected in his absence.
4. **Election of Treasurer/Accountants** – Rob Brown was willing to continue and this was agreed. The existing Accountants were also agreed.
5. **Election of Secretary** – Roy Clark was willing to continue. Proposed and seconded and was duly elected.
6. **Minutes of last meeting held on 21st September 2015** – Agreed a correct record and signed.
7. **Matters Arising**
New Signature at Bank – No further information received. TW still has to 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. DC would change it to the other window in the shop. RC has received instruction from TW and can now change the messages. **Action RC would be prepared to instruct others.**
Action DC to re-locate sign

Fabric of the shop – Although no firm proposals had been received from TW yet, ideas were put forward for the area of the table. DC had requested some wooden Champaign boxes that could be adapted as shelves. Once these were received we would consider further the best way to use them and whether any further changes were required. It was also suggested that we should adapt the old vegetable trolleys to take plants so they are easy to move when taken inside at closing time. **Action DC/RC**

Village Footway Update – DC indicated that it should go ahead and hopefully be completed by March 2016. The Parish Council are also unlikely to need the donation from the shop.

White Board – This board is now being used well.

8. **Financial Report**
 - a) **Profit & Loss for September** – 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 September were £45,100.

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- c) **Peter Gee's Report** – The report showed that trading was somewhat higher in September than August, being 3% higher. Timely payment of accounts has improved with the vast amount cleared on time.
 - d) **Stock/Waste** - The amount of reserve stock had been reduced and this trend would continue. Waste however was still higher due to some goods going out of date before they could be sold.
9. **Volunteers Report – Letter to volunteers** - AB was happy with the general support being received at present. A letter from DC had been sent to volunteers. Volunteers for the stock taking were hard to get and it was suggested that perhaps next time we could try and get some assistance from the Duke of Edinburgh students if available.
10. **Christmas arrangements** – RC had agreed to work 10 to 12 on New Year's Day. The turkey/goose order form was ready for printing and PN would contact TW. The other order sheets would not be used this year unless a customer requested one however RC would look at what was ordered last year and order a similar amount for this year. Christmas Puddings would be sourced through Makro if suitable. RC would do the notice for opening times. Xmas crackers received would be priced below £10 a box. AB and PN would discuss decorations for the shop. **Action AB/PN/TW/RC**
11. **AMM** - It was agreed that the event was good although more shareholders attending would be better. Posters went up however a notice of the event was too late for entry in the Parish Magazine. A notice to be sent directly to all shareholders was suggested for next year.
12. **Any Other Business**
- a. **Vayseys meat shop in Cullompton** – A price list had been received from them however an order of £100 per week was needed to secure a delivery service. It was decided to leave a decision on whether we should order from them until next year.
 - b. **Frozen meat** – As we have rather a lot of frozen meat in stock it was decided to have a special offer of 20% off for a period until stocks were reduced.
 - c. **Committee members** – Jane Wood had indicated that she may be willing to join the committee at some date if required.
 - d. **Xmas Raffle** – It was agreed that we should have the raffle as per last year and RM would be requested to arrange.
13. **Date & Venue of next meeting** – Agreed to meet on Monday 30th November at 7.30pm at Paula Nelson's house.

Thanks were expressed to Anne for her hospitality.