

Payhembury Shop Committee

Minutes of meeting held on **Monday 24th October 2016** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Received from Tim Woolgar
2. **Election of Chairman** – David Curran was willing to continue to serve and was elected unanimously.
3. **Election of Vice-Chairman** – Tim Woolgar was nominated and elected unanimously in his absence.
4. **Election of Secretary** – Roy Clark agreed to continue at least for the next year and was elected unanimously.
5. **Confirm Treasurer and Accountants** – The accountants had been approved at the AMM meeting. The title of treasurer did not seem correct so it was changed to “Financial Advisor” and Rob Brown was elected unanimously.
6. **Minutes of last meeting held on 19th September 2016** – After a spelling correction for “Makro” they were agreed a correct record and signed.
7. **Matters arising from 19th September minutes**
 - a. **New Chiller Cabinet** – The ECO button had been pressed probably inadvertently which means that the fridge runs at a higher temperature than desired – it was asked that if the ECO sign was showing on the panel on the bottom right-hand side to press the ECO button to turn it off and then the fridge will return to the normal running temperature.
 - b. **Raffle** – The action suggested at the last meeting to add the £15 winnings to the person's account and provide instructions for the volunteers has not yet been completed but DC said he would deal with this as soon as possible. **Action DC**
8. **Matters Arising from AMM minutes** - No further action required
9. **Financial Report**

Profit and loss for September – DC presented the accounts which showed a net profit for the year to date still showing a healthy figure.

Balance sheet – DC presented the balance sheet which showed that net assets were slightly up. Cash in the Bank remained healthy even after some recent expenses. Total net assets at the end of September were £47,154.

Peter Gee's Report – As usual his report was considered to be excellent especially the amount of detail shown. Sales continue to run well above last year at 10.6%.
10. **Volunteers Report** – AB reported that the half term week had not been easy but otherwise was ticking over ok.
11. **New Bread Stand** – This was proving to be very successful providing more space than the previous one. It was noted that the top shelf was reserved for unsliced bread to help customers find them. It was also noted that there was not a button on the till for Seeded Spelt. (*After note:*

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This has now been put on.) It was asked if we could provide a better shelving system for the reduced items next to the new bread stand as at present it was difficult to see the shelf. **Action DC**

12. CCTV and Alarm in back room – After some discussion and considering our duty of care, it was agreed to go ahead with installing the CCTV system. Along with this the same company would change the smoke alarm in the back room to a heat detector to prevent an alarm going off when the cooker is being used. **Action DC to contact the company concerned.**

13. Christmas progress of arrangements – The visit to Makro by DC & AB was arranged for 31st October. It was noted that there were plenty of carrier bags for the Turkeys. RM was arranging the posters and order sheet for the turkeys and these would be available soon. RC was in the process of updating the Christmas Order Form for general produce and the forms would be available soon. MW suggested making up some local produce packs that would be suitable as Christmas presents and WG & DCh would put these together. RC would order chutneys and honey was already on order. **Action DC/AB/DCh/RC**

14. Any Other Business –

- a. **Table** – DC informed the meeting that Grant had started making the table for the shop.
- b. **Free Drinks** – DC had agreed to provide free drinks from the machine during December and January.
- c. **Mince Pies** - RC would find out if Crusty Cob could provide Mince Pies and to order for sale in November.
- d. **Frozen Meat** – We need to provide special labels to be used when freezing meat. **Action DC to organize.**
- e. **New Curries** – MW was asked to include a mention of these in her Parish Magazine column. **Action MW**
- f. **Common Loaf** – MW indicated that she would not be ordering any at the moment due to lack of orders coming in but would do next time ordering was due.

15. Date & Venue of next meeting- Agreed to meet on Monday 21st November at 7.30pm at Mary Whiting's house.

Thanks were expressed to Anne Baxter for her hospitality.