

Payhembury Shop Committee

Minutes of meeting held on **Monday 21st November 2016** at Mary Whiting's house at 7.30pm

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

1. **Apologies for absence** – None received.
2. **Minutes of Meeting held on 24th October 2016** – Agreed a correct record and signed.
3. **Matters arising from 24th October minutes**
 - a. **Confirmation of Financial Advisor** - DC had contacted Rob Brown who had agreed to continue as the Financial Advisor to the shop.
 - b. **CCTV and Heat alarm** - These would be installed on Monday 28th November.
 - c. **Local produce packs** – These are going well and WG agreed to make up some more.
 - d. **New table** – Grant was still in the process of making this plus shelving for the reduced items.
 - e. **Mince Pies** – These were not selling very quickly and Crusty Cob indicated that it was the same for their shops.
4. **Financial Report**

Profit and loss for October – 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 October were £48,338.

Peter Gee's Report – As usual his report was considered to be excellent especially the amount of detail shown. Sales continue a healthy growth with a 9% increase for the year to date.
5. **Volunteers Report** – AB reported that all was going well.
6. **Christmas arrangements**
 - a. **Raffle** – It was agreed to increase the raffle prizes for the Christmas period to £50 and £25. **RM to organise.**
 - b. **Opening Times over holiday period** – RC had produced a list of the days concerned with suggested times. These were agreed. **RC would put up the notice in the shop.**
 - c. **Volunteers for fruit and veg packing** – RC would liaise with AB once we know how many orders we have. It was agreed to do the packing on Thursday 22nd December in the afternoon.
 - d. **Turkey arrangements** – RM was in contact with Jason. The orders were coming in. The Turkeys would be delivered early on the 24th December and Anne would assist as would Paula with the sorting and packing. The hall was booked.
 - e. **Turkey Crowns** – MW would contact K&M re supply of these and other meat items on order sheet.
 - f. **Decorations** – AB indicated that these would be put up around the 1st December. A Christmas Tree (artificial) would be purchased and erected outside in the covered area.
 - g. **Mulled Wine** – DC had this in hand for the 23rd December.

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7. **New Shelving** – DC had installed shelving in the back room in order to tidy the corner under the stairs and also in the store room for the crisps etc. Also the message machine had been lowered in the front window so that it was at eye level as you approach the door.

8. Any Other Business

- a. **New computer System** – DC reported that David Conway was installing an identical system elsewhere at present and then would install ours. Hopefully this would mean ours should be trouble free.
- b. **Yellingham Meat** – MW requested help with the order and AB agreed to assist.
- c. **Hoop Cakes** – It had been reported that one cake was very dry even though it was just inside the best before date – it was hoped that this was a one-off.
- d. **New supplier** – DCh presented a catalogue from Waterhouse Fayre to see if there was any product we could order in the future. It was agreed to review the catalogue and suggest items as appropriate.
- e. **DVD's** – DCh recommended that we do not put Adult DVD's on the rack near the door but keep it suitable for under 12's. The boxes by the stationery would contain 12+ and 15+ DVD's only.
- f. **Glasses for Parish Hall** – AB reported that the glasses agreed to be supplied had now been delivered.
- g. **Volunteers Celebration** – The event would be similar to previous ones and subject to availability of the hall would be on Thursday 2nd March 2017. **AB would contact PN and book hall.**
- h. **Tastings** – Now the cake tastings were over it was suggested that we progress to cheese in particular the Black Bombers. This was agreed and RC would order extra cheeses for Thursday this week. Chutney and water biscuits would be included.
Action RC
- i. **Soups** – Finding suitable soups to sell is difficult as they are either too large or too expensive. A plea for any information on where to purchase other soups was made by RC.
- j. **Article in Devon Life** – It was suggested that an article in this magazine asking for local suppliers of products to contact us would be useful.
- k. **Telegraph Newspaper** – It was noted that at the weekend we tended to sell out of Telegraphs and it was asked if we could request more copies. (After note: Extra copies have been ordered) **Action RC**
- l. **Crusty Cob Samples** – Mincemeat slice samples had been received and it was thought that we could order some of these. This would be added to the order form.
Action RC

9. **Date & Venue of next meeting- Agreed to meet on Monday 16th January 2017 at 7.30pm at Anne Baxter's house.**

Thanks were expressed to Mary Whiting for her hospitality.