

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 20<sup>th</sup> February 2017** at Mary Whiting's house at 7.30pm

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

**1. Apologies for absence – None**

**2. Minutes of Meeting held on 23<sup>rd</sup> January 2017** – Agreed a correct record and signed.

**3. Matters arising from the minutes**

- a. **Electricity** – After discussion with Rob Leach the amount we pay is to rise.

**4. Financial Report**

**Profit and loss for January 2017** – 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 holding steady. Cash in the Bank remained healthy even after some recent expenses. Total net assets at the end of January were £50,631. However as the till is not talking to the back office computer there may be some discrepancies. It is hoped that these will be corrected shortly. Some cheques have bounced recently due to not being enough money in the current account. TW suggested that we should stop issuing cheques as much as possible and pay by Bacs as this would solve the problem of cheques being presented late. This was agreed.

**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 slight decrease in January compared with January last year however there was still an increase of 6.6% to the cumulative sales in the year on year comparison. It was noted that the busiest day of the week was Friday.

**Update on new computer system** – To resolve the problems mentioned above a meeting has been arranged with David Conway and Graham for Thursday this week.

**5. Volunteers Report & supper update** – AB reported that she has two new full on volunteers and has updated the volunteer list. In respect to the supper arrangements AB reported that there had been a good response (36 to date) but needed any others to contact her as soon as possible. Access to the hall would be available at 4.30pm and duties for those concerned were allocated. A voucher for Janet East would be obtained and something for Ed East for cooking the beef. AB would talk to JE.

**6. Buyers meeting report** – DC tabled the minutes of the meeting and went through the items. The shelves on the right just past the newspaper stand were discussed and agreed that we needed something else to go on them. It was agreed to purchase more household type goods (not food) which would be more suitable. WG had sourced some local companies whose products could be considered and these would be investigated. Volunteers needed to be reminded to look after their shelves. Shelf edge label container need to be more secure so they do not keep dropping off this would be looked at.

**7. T Woolgar's shop improvements update** – TW showed a couple of leaflets he had obtained which showed rustic wooden frames and storage boxes and artisan crates that may be suitable to replace the metal shelves at the end of the shop. It was suggested that we needed to work on

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the Photos for the freeze first which were yet to be taken. TW agreed to work on this when he gets time.

- 8. Letter from Parish Council and request from Tale Cricket Club** – A letter of thanks had been received from the council for our donation to the new gate for the children’s play area. A donation towards the cost of a new mower for the Tale Cricket Club had also been gratefully received. John offered to provide a banner or notice at the cricket club to advertise our sponsorship of the new mower. Size and type of banner/notice needs to be agreed DC would visit the ground to investigate. TW would work on the artwork and send to John and speak to him.

**9. Any Other Business**

- a. **Village Hall Letter** – It was reported that the shop were sending people over to the Parish Hall to use the toilets. None of the Committee is aware of this and felt if it had happened it was a one off. Car parking at the Parish Hall was becoming difficult so they are proposing to create 6 more parking spaces at a cost of £5,000 and the shop had been approached for help with funding. It was decided to wait until further details were known before committing any funds.
- b. **Defibulator** – It had been agreed to site the defibulator on the outside wall on the right of the entrance which is close enough to the power outlet.
- c. **Supper** – It was noted that Janet Post Office lady had been invited to the supper.
- d. **Spring Clean** – Confirmed date to be Saturday 25<sup>th</sup> March in the afternoon and AB indicated she would be sending out the emails this coming Friday for volunteers to help.
- e. **Common Loaf** - The orders for their products had fallen away recently but MW said she would put a note out to see if anyone wanted to order.
- f. **Post Office at Feniton closing** – It was asked if it would be possible to extend Janet’s time to provide more slots to help make up for this loss. DC would speak to her. If she is unable to help it was suggested that we could we put up a list of local Post Offices to help guide customers as to where to go.
- g. **Meat** – It was felt that the meat supplier was not always very helpful and the meat in the freezer was not selling very well.

- 10. Date and Venue of next meeting. – Agreed to meet on Monday 27<sup>th</sup> March 2017 at Anne Baxter’s house.**

**Thanks were expressed to Mary Whiting for her hospitality.**