

Payhembury Shop Committee

Minutes of meeting held on **Monday 24th April 2017** at Mary Whiting's house at 7.30pm

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

1. Apologies for absence – Dawn Chamberlain

2. Minutes of Meeting held on 27th March 2017 – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Easter Raffle** – RM reported that £83 of raffle tickets had been sold and after the prizes were deducted it left a profit of £43. RW was thanked for organising it.
- b. **Plant Trolley** – DC and JB had kindly cleaned and altered the old half-round shelving for use with the plants which was now in use and sits next to the fridge in the outside area.

4. Financial Report

Profit and loss for March 2017 – DC presented the P&L accounts which showed a healthy net profit. It also shows a net profit for the year to date of £6022.

Balance sheet – DC also 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 March were £50540.

Because of the expenditure in updating the shop's computer system and other donations to the village we will have used up most of the profit for this current financial year, therefore it was agreed that there would be no further money available for village projects this year.

Peter Gee's Report – The report as usual was comprehensive and showed sales maintaining a healthy growth with a slight increase in March compared with the same time last year however there was still an increase of 5.2% to the cumulative sales in the year on year comparison.

Financial presentation at AMM – Chairman reported that Robert Brown had given notice that this year's AMM will be his last to present the accounts, however having discussed the situation with Phil from Geraldine Coates Accounting he confirmed that they would be willing to attend the AMM in future years.

5. Volunteers Report – AB was pleased to report that two new volunteers had come forward to help and that everything else seemed to be good at present.

6. Update on Fidelity Total Control Premier software and Scorpio hand held data unit – The company had downloaded the necessary items onto our computer and would be coming to set-up the system from Monday 15th May through to Wednesday 17th May. Graham, Clive Fowler, John Scarle, Susan Derbyshire, Tim Woolgar, Peter Gee along with David Curran would receive training. The company had agreed to give us a 10% discount on the price.

7. List of duties currently undertaken by the Chairman – DC presented a list of duties he carries out on a regular basis. It was suggested that all the accounting duties could be put together and a couple of people with some knowledge of this aspect be selected to carry out these duties. Other duties could be split up and carried out by members of the committee. Committee members agreed to study the list and come back with ideas as to what they could do. **Action All**

8. Job sharing back room – Covered by item 7 above.

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9. Any Other Business

- a. **Vacuum Cleaner** – It was agreed that we needed a new cleaner as the existing unit was difficult to handle and did not pick-up very well. Agreed that we purchase a cordless cleaner which would avoid cables that could trip up customers. RC agreed to investigate and suggest a good cleaner for purchase. (After note: There are two cleaners that stand out the Dyson V6 (£194) and the Bosch Athlet (£177) specs available in shop) **Action RC**
- b. **Notice re £5 spend to use credit/debit card** – The present notice does not appear to be absolutely clear that the customer needs to spend £5 on goods before using and not to include cash back. TW agreed to modify the notice. **Action TW**

10. Date and Venue of next meeting. – Agreed to meet on Monday 22nd May 2017 at Anne Baxter's house.

Thanks were expressed to Mary Whiting for her hospitality.