

Payhembury Shop Committee

Minutes of meeting held on **Monday 19th June 2017** at Mary Whiting's house at 7.30pm

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

1. Apologies for absence – None

2. Minutes of Meeting held on 22nd May 2017 – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Best Before and use by dates** - To date no space has been found for the Best Before items [reduced by 20%] that are not perishable but this would be dealt with shortly. Perishable items should be reduced by 50% and left in the fridge or on shelf.

4. Financial Report

Profit and loss for May 2017 – DC presented the P&L accounts which continued to show a healthy net profit. It also shows a net profit for the year to date of £8,109.

Balance sheet – DC also presented the balance sheet which showed that net assets were holding steady. Cash in the Bank remained healthy. Total net assets at the end of May were £52,627.

Peter Gee's Report – The report as usual was comprehensive and showed sales for May slightly up on April and the cumulative sales since July 2016 to May 2017 were up by 2.3% on the previous year.

5. Volunteers Report – AB was happy with the response for June and two new volunteers had commenced recently. The leaflet for new householders in the village has been revised. TW would provide DC with another copy for approval. **Action TW/DC**

6. Update on Fidelity system

- a. **Stock taking** - This was carried out recently using the new system and has proved easier to do and has provided the necessary information required in the back office. Further sessions would be required in the future.
- b. **Reports available from the new system** - A further development would be to provide sales reports for each supplier.
- c. **Cost of New System** – The system has cost more than originally thought however there is a £600 saving due to not requiring a label printer which was originally quoted for. The final invoice was awaited and will be in the region of £3,968 excluding VAT which we will claim back.

7. Any Other Business

- a. **Jon Carden Tale Farm** – He now has holiday accommodation available and is looking for a leaflet that could be passed onto his holiday customers that gives information on the availability of Provisions in the village. TW showed a draft copy of the proposed leaflet which was considered excellent and TW would get it printed once approved by JC. **Action TW**
- b. **Revised leaflet for new comers** – AB agreed to be the leaflet monitor. **Action AB**
- c. **DC Job replacements** – DC reported that those who had volunteered to take on some of his jobs were progressing well. Clive Fowler was already carrying out the entering of goods on the system and John Scarle would join him shortly. Kirsty would be approached shortly re computer use and John Baxter would be asked to

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cover the end of month accounts and statistics required. Pat Fowler indicated that she was willing to join the Committee.

- d. **Charity Fun Day** - A letter had been received asking for a raffle prize for a charity event being held in the Parish Hall. However, as our policy is not to provide raffle prizes the request could not be fulfilled.
- e. **Facebook Page** – MW suggested a Facebook page for the shop should be generated and she was willing to set it up however, due to the amount of work it would create and the need for constant updating and responding to questions etc. it was agreed not to support the idea.
- f. **Amoretti Biscuits Price** – As the bags we sell are quite large the price charged was queried. DC would check this. **Action DC**
- g. **Curries** – Paula was requested to take ownership of these but would need to buy more each time but less often and as these are frozen item this was approved.
- h. **Local Devon Honey** – Order had been given to supplier but due to holiday there had been a delay in receipt.
- i. **Garlic Products** – These are selling well and a new order had been placed and received recently.
- j. **Beer** – It was reported that there was no beer in the shop at present. JB would be asked to order some.

8. **Date and Venue of next meeting.** – Agreed to meet on **Monday 31st July 2017 at Anne Baxter's house.**

Thanks were expressed to Mary Whiting for her hospitality.