

Payhembury Shop Committee

Minutes of meeting held on **Monday 30th October 2017** at Anne Baxter's house at 7.30pm

Present: DC, AB, MW, PF, TW, DCh, RC.

1. **Apologies for absence – Roz Mullin**
2. **Election of Chairman – Unanimously agreed that David Curran be re-elected.**
3. **Election of Vice-Chairman – Unanimously agreed that Tim Woolgar be re-elected.**
4. **Election of Secretary – Unanimously agreed that Roy Clark be re-elected.**
5. **Confirm Treasurer & Accountant – Rob Brown has agreed to continue as Treasurer. Geraldine Coates Accounting had been approved at the last AMM.**
6. **Minutes of Meeting held on 25th September 2017 – Agreed a correct record and signed.**
7. **Matters arising from the minutes**
 - a. **Shop Calendar** – Fifty copies of these were due to arrive shortly along with Post cards and note books. TW was thanked for arranging this.
 - b. **Frieze around the shop walls** – The decoration had now been completed and TW would now work on providing the photographs for the frieze. **Action TW**
 - c. **Share of the raffle money** – All recipients seem to have been delighted.
 - d. **Clean-up of outside of the shop** – This will be done but meanwhile so the shop looks good when Kirsty Alsop comes on Saturday to sign her books, a basic clean-up would take place on Thursday 2nd November between 2.00 and 3.00pm.
 - e. **Turkeys** – RM had this in hand and would arrange for the publicity poster and the order form to be produced. It was noted that the Parish Hall would need to be booked for the morning of the 23rd December.
8. **Matters arising from the AMM held on 5th October 2017**
 - a. **Badges for volunteers** – This was mentioned and discussed and resolved that we do not pursue this idea.
 - b. **A Request for return of share money had been made** – The committee was not sure of the legal standing for this and RC agreed to check the shop's constitution and report back. **Action RC**
9. **Financial Report**

Profit and loss for September 2017 – DC presented the P&L accounts which continued to show a net profit however sales were down by 3% compared with 2016. It also shows a net profit for the year to date of £1749. Settling up of accounts had dropped and a system of reminders to account holders was suggested. An email would be sent 5 days before the end of each month as a reminder. TW would investigate a system that could do this simply.

Action TW

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 September were £54,785. TW has found a naming system for the fruit and veg cabinet to assist in identifying items better. These would now be purchased. **Action TW**

Peter Gee's Report – Not available.

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- 10. Volunteers Report** – AB was very pleased to report that 3 new volunteers had joined recently. The welcome leaflet had also been given to new comers in the village and would be completed shortly.
- 11. Shares** – This was covered above in 8b.
- 12. New Ice Cream freezer** – The old one had been removed however this had cost £200. It was noted that the new freezer lids needed to be closed together as by shutting one side this opened the other side. It was requested that volunteers keep an eye on this which it was thought would improve once the seal gets more worked in. **Action all volunteers**
- 13. Kirstie's book signing at the shop on Saturday 4th November at 4.00pm** – The ladies in the committee agreed to set the shop up as required and make some of the recipes' from the book.
- 14. Christmas arrangements** – Turkeys as above. The various Christmas gifts that had already been purchased would now be displayed in the shop. Six Pantones would be ordered. Some figs for cheese and Jelly for cheese was shown as possible purchases and improved lights for the Christmas tree would also be purchased. **Action Committee members**
The Christmas Customer Order Form for other products would be updated and put on the counter. **Action RC**
- 15. Any Other Business**
- a. **Safe Places symbol in window** – A request to allow the shop to be a dedicated 'Safe Place' for those that need it had been made. Agreed and more information would be provided. **Action DCh**
 - b. **Cokesput Jam** – Caroline Forbes had indicated that she felt the jam was being sold too cheaply. It was agreed to raise the price to £3.
 - c. **Map of houses in the village and surrounding area** – Although we already have this in the shop it was felt that it could be improved and also used by those who may need to find a house in an emergency for the defibrillator. **Action TW to produce one.**
 - d. **John Carden** – He has indicated that more beef will be available before Christmas. **AB would go ahead and order as before.**
 - e. **New home cards** – It was noted that there were no 'New Home' cards in the shop. **Action AB agreed to contact Claire Kimber.**
 - f. **Anglo Indian Chef Curry Kits** – RC had been to a food fayre recently and passed round details. It was considered to be a useful addition to our shop and more details would be sought. **Action RC**
- 16. Date and Venue of next meeting.** – Agreed to meet on Monday 4th December 2017 at 7.30pm at Tim Woolgar's house.

Thanks were expressed to Anne Baxter for her hospitality.