

Payhembury Shop Committee

Minutes of meeting held on **Monday 4th December 2017** at Tim Woolgar's house at 7.30pm

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

1. Apologies for absence - None

2. Minutes of Meeting held on 30th October 2017 – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Shop Calendar** – They seem to have sold quite well and another fifty had been ordered. The post cards and note books would be put on the system shortly.
- b. **Frieze around the shop walls** – Work was in progress. **Action TW**
- c. **Turkeys** – RM reported that she had received orders for 15 so far. It was agreed that AB would send an email to remind people about the turkeys and the other order form for goods not turkeys, as well as the calendar.
- d. **A Request for return of share money had been made** – The part of the constitution that was relevant was read out where there was an opportunity for a return of a shareholder's money. The committee would require a letter from the share-holders requesting the return of the money and the reason why in order for the committee to consider further. **Action DC to inform the share holders**
- e. **Reminders to account holders** – An email system could be set-up to send out a reminder that their account should be settled by the end of the month as required. TW had investigated a system but as yet it was not finalized. **Action DC to speak to Graham Smith**
- f. **Naming system for the fruit and veg cabinet** – TW had ordered and paid for these and they should be available shortly. **Action TW**
- g. **Kirstie's book signing at the shop on Saturday 4th November** – This was considered to have been a great success and Mary was congratulated for organising the event.
- h. **Safe Places symbol in window** – Dawn was in contact with the lady concerned and hoped to obtain more information shortly. **Action DCh**
- i. **Map of houses in the village and surrounding area** – **Action TW had this work in progress**
- j. **Anglo Indian Chef Curry Kits** – Two sample packs had been received and volunteers were requested to try them out. AB and MW agreed to try them and report back. **Action AB & MW**

4. Financial Report

Profit and loss for October 2017 – DC presented the P&L accounts which showed a net profit of -£1,077 this was due to payment being made before the receipt of the sales to cover it however, it also shows a net profit for the year to date of £672.

Balance sheet – DC also presented the balance sheet which showed that cash in the bank was very healthy and that net assets were holding steady. Total net assets at the end of October were £53,708.

DC reported that there were some problems with the stock numbers as some items were showing a minus figure. Another stock take would need to take place in January. DC would let AB know when the dates would be so she can obtain volunteers. **Action DC/AB**

Peter Gee's Report – The report showed that sales in October were up 5% over the same month last year however the cumulative figure for the year showed a 1.40% drop.

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5. **Volunteers Report** – AB was very pleased to report that all was good. TW agreed to open the shop on Boxing Day from 11.00am to 12.00noon. AB agreed to redo the volunteers list to include the new volunteers. **Action AB**

6. **Any Other Business**
 - a. **Calendar Photos for 2018** – TW suggested that some kind of photo competition may produce more photos. RC mentioned that he had quite a few photos that may be suitable and would select them and let the committee see them. **Action RC**
 - b. **Drinks machine** – It was suggested that we should ask for donations from those that have a free drink and these could be put in the raffle pot. A notice would be produced.
 - c. **Facebook** – MW suggested that we should try and use Facebook to encourage young people to be interested in the shop and it was agreed to ask Sue Derbyshire if she would take on this role. **Action MW**
 - d. **Christmas Staffing** – AB and PF volunteered to assist RM with the Turkeys. RC said that he would wait and see how many orders we get for the other food and fruit and veg before asking for help. RC would be in the shop on Friday 22nd and Saturday 23rd December to prepare orders as necessary.
 - e. **Decorated Tins** – DC asked if he needed to order more and would investigate stock on the next day. **Action DC**
 - f. **Volunteers' supper** – Agreed to hold it on Thursday 1st March 2018 subject to hall availability and to ask Ed East to organise the food. **Action AB**

7. **Date and Venue of next meeting.** – Agreed to meet on Monday 15th January 2018 at 7.30pm at Mary Whiting's house.

Thanks were expressed to Tim Woolgar for his hospitality.