

Payhembury Shop Committee

Minutes of meeting held on **Monday 19th March 2018** at Mary Whiting's house at 7.30pm

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

1. Apologies for absence - TW

2. Minutes of Meeting held on 19th February 2018 – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Frieze around the shop walls** – Work was in progress. **Action TW**
- b. **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. DC has sorted out email addresses so that TW can action. **Action TW**
- c. **Map of houses in the village and surrounding area** – **Action TW had this work in progress**
- d. **Facebook** – Sue Derbyshire was working on setting up a page for the shop. **DCh was leading the project.**
- e. **Plunket Meeting** – It was expected that around 30 people will attend the meeting which is taking place on Friday 6th April in the Parish Hall from 9.00 to 11.30am. DC would arrange for some volunteers to be available. Cakes were requested and RC would order accordingly. **Action DC & RC**
- f. **Goods out of position on shelves and clean up** – A rearrangement of the goods on the shelves and cleaning took place recently and it was agreed that it was a great improvement and those concerned were congratulated.

4. a. Volunteers Report and supper update Thursday 22nd March – AB was very pleased to report that all was good with the volunteers. However, the arrangements for the supper have had to be put on hold due to the illness of Ed East who was going to cook the beef. A date after Easter would be arranged in due course.

- b. **Volunteers' shelf section responsibility** – This is to be reinstated using a modified version of DCh's chart as used for 3f above. The chart would be pinned onto the notice board next to the till. AB would inform volunteers and ask them to take part. **Action DCh & AB**

5. Financial Report

Profit and loss for February – DC presented the P&L accounts which showed a total net profit as at February 2018 for the year since June 2017 of £3375.

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 February 2018 were £56,411.

Peter Gee's Report – The report showed that sales in February 2018 were up 6.92% over the same month last year and the cumulative figure for the year was 1.05% up.

6. Jon Thorner's meat and pies – DC & MW met with Jon Thorner recently to discuss the possibility of ordering goods from him. It was decided that we could definitely order pies, quiches and some other meat products from Thorners and arrangements would be put in hand. However joints and other meat would continue to be ordered from K&M. **Action DC/MW**

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7. **Email from Rob & Nikki Leach** – The email which referred to providing a new footpath from Payhembury to Colestocks as part of the Neighborhood Plan on footpaths was discussed. Although desirable it was felt that it was expensive to install. It was decided that the shop was not in a position to offer financial support at this time as we may have to replace freezers and other items in the near future.

8. **Any Other Business** –
 - a. **Tuck Mill Meat** – This would be arriving in the shop on Thursday this week at about 11.00am. DC requested certain information so it could be entered into the system.
 - b. **Daffodils** – More of these were requested and RC would order for this week and the next week in time for Easter.
 - c. **Curries** – AB would organise a further purchase for more as stocks were running low again after the snow produced high sales.
 - d. **Red Bull age limit suggested** – As we do not sell many of these it was decided not to impose an age limit on sales.
 - e. **Swiss Rolls** – It was suggested that we should have some cheaper ones for those that did not want to purchase the Crusty Cob ones. **It was agreed to see what bookers sell PF/DCh**
 - f. **Cigarettes** – As sales seem to have increased recently it was suggested that we should order more so we do not lose customers who will go elsewhere.
 - g. **Waste Food Bin** – RC had ordered a replacement bin as the existing ones were falling apart.
 - h. **Freezer in back room** – This had become very full recently and it was asked if some of the food could be put in other freezers. It was suggested that some could be put in the Ice-cream cabinet as a temporary solution.

9. **Date and Venue of next meeting.** – **Agreed to meet on Monday 23rd April 2018 at 7.30pm at Anne Baxter's house.**

Thanks were expressed to Mary Whiting for her hospitality.