

# Payhembury Shop Committee

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Minutes of meeting held on **Monday 23<sup>rd</sup> April 2018** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** - None
2. **Minutes of Meeting held on 19<sup>th</sup> March 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** - TW was in the process of setting up a system on the shop computer known as Mail Chimp. It was agreed that we need to ask those on email for their permission to contact them in the future. Once this is done it was hoped to have the system up and running very soon. **Action TW**
  - c. **Map of houses in the village and surrounding area** – **Action TW had this work in progress**
  - d. **Volunteers' shelf section responsibility** – The chart is filling up and DCh agreed to check on the progress. **Action DCh**
  - e. **Jon Thorner's meat and pies** – After a slow start the goods seem to be selling well.
4. **Financial Report**

**Profit and loss for March** – DC presented the P&L accounts which showed a total net profit as at March 2018 for the year since June 2017 of £6547.

**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 March 2018 were £56,411.

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**Peter Gee's Report** – The report showed that sales in March 2018 were up 19.16% over the same month last year and the cumulative figure for the year was 3.04% up.

**Renewal of service agreement (Fidelity)** – It was agreed to renew the contract.
5. **Review of Plunket Foundation meeting** – There were a number of interesting people attending who seemed to be impressed by the way our shop was run however the organisation of the event could have been better.
6. **Volunteers report** – AB reported that all was well with all slots being filled.
  - a. **Volunteers Supper** – AB reported that all was well and subject to no last minute problems, would go ahead as scheduled.
  - b. **Other issues** – Cuisine de France delivery on Friday afternoon – Volunteers on duty need to ensure that the frozen goods go straight into the freezer in the back room.  
**Contactless Card payments** – It was noted that these payments did not require a minimum purchase of £5 of goods for the use.
7. **Any Other Business** –
  - a. **Salad Dressing Shop** – It was reported that a salad dressing was available that was very good and that a sample was being offered. It was agreed to obtain a sample.  
**Action DCh**

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- b. **Shelf Strips falling off** – DCh was aware that some of the shelf labels were falling off due to there being old glue on the shelf preventing good adhesion and would deal with these in due course. The shelves on the wine rack are wider and therefore need wider strips which DCh was in the process of getting. **Action DCh**
- c. **Facebook** – Sue Derbyshire had set up a page for the shop and DCh requested some suitable items especially pictures to put on the page. **DCh was leading the project.**
- d. **Children working in the shop** – New rules need to be adhered to and DCh would clarify these. **Action DCh**
- e. **Yellingham Fruit Juice** – There was difficulty in finding out what the price was. **DC to investigate**
- f. **Wastage** – Still more than is liked especially bread. However being the type of shop we are staples such as bread should be available.
- g. **Meat from K&M** – Some items sent to us not on order. In respect to dates on the meat it was confirmed the when the date has one day to go the meat should be moved into the freezer out back.
- h. **Theft of goods from the fruit and veg fridge** – The person doing this is known and it was suggested that a notice be put on the fridge at the end of the day to warn them that we know who they are.
- i. **Raffle Prizes** – A further request for raffle prizes had been received but our policy does not allow for these to be given.
- j. **Greeting cards** – There is now a display on the end of the isle which looks very good and are selling well.
- k. **Salad bags** – DC asked if these were available - RC would investigate. **Action RC**
- l. **Plastic bags** – It was agreed that we should work to stop using plastic as much as possible. Large paper shopping bags were available.
- m. **Reducing stock list** – The ladies were asked to go through the list and delete those items we no longer order or have in stock. **Action ladies**

8. **Date and Venue of next meeting.** – Agreed to meet on **Monday 21<sup>st</sup> May 2018 at 7.30pm at Mary Whiting's house.**

Thanks were expressed to Anne Baxter for her hospitality.