

# Payhembury Shop Committee

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Minutes of meeting held on **Thursday 25<sup>th</sup> October 2018** at Anne Baxter's house at 7.30pm

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

1. **Apologies for absence** – Tim Woolgar & Roz Mullin
2. **Election of Chairman** – David Curran was elected – Proposed by MW and seconded by AB. It was unanimously agreed.
3. **Election of Vice-Chairman** – Tim Woolgar was elected in his absence. Unanimously agreed.
4. **Election of Secretary** – Roy Clark was elected. Unanimously agreed.
5. **Confirm Treasurer & Accountant** – Rob Brown had agreed to continue as treasurer and his offer was gratefully received. Geraldine Coats would continue as our accountants.
6. **Minutes of Meeting held on 21<sup>st</sup> September 2018** – Agreed a correct record and signed.
7. **Matters arising from the minutes**
  - a. **Frieze around the shop walls** – Work was in progress. **Action TW**
  - b. **Map of houses in the village and surrounding area** – **Action TW had this work in progress.**
  - c. **Georgie Porgy deserts** – these were now in the shop.
  - d. **Calendar** – Copies had been received and DC would price up and put on sale shortly.
  - e. **Long Life Milk** – This is now available.
  - f. **Volunteers** – A new closer was welcomed.
  - g. **Stock-take** – AB would send out an email asking for help with the November stock-take.
  - h. **New Freezer** – It was felt that this was more convenient to put goods into and take out.
  - i. **Tuck Mill meat** – The meat seems to be selling well.
  - j. **50/50 Bread** – This was now on order and available in the shop.
  - k. **Trip to Makro** – This had been cancelled due to lack of appropriate stock at Makro.
8. **Matters arising from the AMM on 11<sup>th</sup> October** – No matters were reported.
9. **Volunteers Report**
  - a. **New Volunteer** – A new volunteer was welcomed. Items left on the till when a customer does not have enough money on account to pay are becoming a problem. DC to consider the best way to overcome the problem.
10. **Financial Report**
  - a. **Profit and loss for September** – DC presented the P&L accounts which showed a total net profit as at September 2018 for the last three months of £1591.
  - b. **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 September 2018 were £62,634.

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- c. **Peter Gee's Report** – The report showed that sales for the period ending 30<sup>th</sup> September 2018 were slightly lower than September 2017 but that card sales had increased by 10%. Footfall continued to disappoint being 110 less than last year.

**11. Christmas Arrangements** – RC would create the order sheet for items other than the turkeys and other meat. RM is dealing with the Turkey orders. Pick-up of orders would be Saturday 22<sup>nd</sup> December. It was asked if brandy butter tubs are available from Hawkridge – RC would investigate. MW would order Goats meat.

**12. Any Other Business –**

- a. **Order for East** – Unfortunately the order for baps was taken down wrongly by Crusty Cob and therefore did not arrive on the day required. A double check with them would be advisable in the future.
- b. **Waste food** – It was suggested that we should try to provide a way to reduce waste by having a similar idea to the supermarkets community fridge with a bin or fridge with out of date produce in a separate place that could be taken free.
- c. **Zapper** – Can only be used on individual items.
- d. **Hazel Pike** – Wishes to close account and DC would check if there was any balance still outstanding.
- e. **Outside area** – It was reported that the area needs a deep clean.
- f. **Invoice for Freezer** – TW to provide this.
- g. **Sussex visitor** – Was interested in how we set-up the shop. Was there a grant?

**13. Date and Venue of next meeting. – Agreed to meet on Thursday 22<sup>nd</sup> November 2018 at 7.30pm at Mary Whiting's House.**

**Thanks were expressed to Anne Baxter for her hospitality.**