

Payhembury Shop Committee

Minutes of meeting held on **Thursday 28th November 2019** at Mary Whiting's house at 7.30pm

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

Halina Herbalist – Attended the meeting to show and hopefully sell some of her skin and herbal tea products. It was agreed to order 6 jars of each of the skin cream and some tea to sell in the shop.

1. Apologies for absence – Tim Woolgar & Pat Fowler

2. **Minutes of Meeting held on 24th October 2019** – Agreed a correct record and signed.

3. Matters arising from the minutes

- a. **Pantones** – Bookers do not supply these.
- b. **Cartwright & Butler** – DC had ordered more supplies from this company as the goods are selling well.
- c. **Turkeys** – Due for delivery on Monday 23rd December.
- d. **Boxing Day** – Tim Woolgar had agreed to open the shop from 11.00am to noon.
- e. **Baskets** – New ones are now in the shop.
- f. **John Thorner products** – MW had emailed JT to check what products would be available for Christmas and is waiting for a reply. **Action MW**
- g. **Jim Staines Cards** – Still lost but still searching. **Action DC**
- h. **Will Scott** – Cancelled his meeting with the Shop Committee but see Parish Magazine for up to date information on his project.
- i. **Shop clean on 23rd November** – This was successfully completed.

4. Volunteers report

A challenging month but thanks to much additional help from volunteers it worked out OK in the end.

Opening Hours for Christmas and New Year – RC had done these and would put a notice on the door of the shop shortly. **Action RC**

5. Financial Report for October

- a. **Profit and loss**– DC presented the P&L accounts which showed a slight loss due to a large donation given during the month however the year to date profit was £1713.
- 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 October 2019 were £68,141.

6. **Valuation of shop premises** – David Edwards has now completed the valuation.

7. Any Other Business

- a. **Milk in glass bottles** – Milk is available in 1 Litre bottles and the customer buys the milk and the bottle but the bottle can returned for a refund. The milk is full cream and pasteurised and available from Oak Park Farm. **Action DC is still investigating.**
- b. **Dart Fresh** – Is now selling meat and MW would discuss this with them. **Action MW**
- c. **Payhembury School Xmas Fayre in village on Saturday 7th December** – Local produce would be available including Jelly and Apple juice.
- d. **New Customers** – It had been suggested that to encourage new customers to come into the shop we could offer them a £10 voucher. This was not supported.

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- e. **Trade Show in Exeter in February 2020** – DC indicated that he would probably attend.
 - f. **Xmas tree would be put up next weekend** – There would be some tree decorations to sell.
 - g. **Frozen Curries** – A new supply would arrive on Monday next.
 - h. **Micro businesses** – An information leaflet is available.
 - i. **Prosecco** - No cheap bottles in stock.
8. **Date & Venue of next meeting** – Agreed to meet on **Thursday 23rd January 2020 at 7.30pm at Anne Baxter's House.**

Thanks were expressed to **Mary Whiting** for her hospitality.