

The Friends of Briantspuddle Post Office and Shop Association Ltd

Notes of Committee meeting held on Thursday 13 January 2022 in the Jubilee Room

Present: Ali Chorley (Chair), Chips Badcock (Post Mistress), Peter Head (Vice Chair), Megan Harvey, Richard Killer, Chris Miller, Cindy Read and Lesley Wilcox (Secretary).

1. **Apologies for absence:** none required.

2. **Notes of last meeting:** approved.

3. **Matters Arising**

i. Bank account: Process of opening an account with Nat West has started; information has been submitted and Ali has been in discussions with the bank who advised that the process should only take a few days. At present, Ali and Richard will be the authorised signatories with only one signatory required for each transaction. Further signatories will be added once the account is open.

Action: Ali, Richard

ii. Shop shelving: Peter's adviser has not been able to visit but suggested that he could produce a design if we produced the measurements of the space; this will be progressed. Planning permission will be required to insulate the loft.

Action: Peter

iii. Shop sign: Chris will purchase replacement screens for the sign.

Action: Chris

4. **Financial performance**

Turnover for 2020/21 was £62k (approx.). Turnover for first 2 months of 2021/22 was £9.5k (approx.) which included good sales over Christmas. Bank balance at the end of Nov 2021 was £22k (approx.). Profit from sales of Christmas items, as well as extra fruit and veg, displayed in the Jubilee Room was £120 (approx.) – we had agreed to share this with the village hall and so will make a payment to the hall of £60.

5. **Volunteers and operations**

Shop: Two more people have said that they might be interested in working in the shop; this would provide greater flexibility for the current team. Also need volunteers to collect bread from Wool on Mondays, collect the newspapers from Puddletown on Thursdays, collect watercress from Tincton on Fridays and join the team dealing with the weekly Sainsbury's deliveries.

Post Office: one member of the counter staff has returned. This brings the team up to 6 and so

provides some flexibility in cover. Business is steady; most customers require cash withdrawals.

6. AGM – after some discussion it was agreed to postpone the AGM planned for 21.1.22 due to concerns that only a few people might attend. It will be re-arranged for a date probably in April by which time the number of Covid infections will hopefully be far fewer.

7. Any Other Business

i. Access: following discussion it was thought to be prudent to retain the policy of allowing only one customer (or household) in the shop/PO at any time. This policy will be reviewed at each meeting.

ii. Roof tiles: Ali will write to the Parish Council regarding a couple of roof tiles which look to have slipped (the PC is responsible for the exterior of the building).

Action: Ali

iii. Representation on Village Hall Committee: now that the two organisations are working more closely together it was agreed that we should have a rep on the Hall Committee.

8. Date of next meeting

Thursday 17 March 2022.

Lesley Wilcox