

# **The Friends of Briantspuddle Post Office and Shop Association Ltd**

## **Notes of Committee meeting held on Thursday 16 June 2022 in the Jubilee Room**

Present: Ali Chorley, Richard Killer, Chris Miller, Jo Neudegg, Lesley Wilcox.

1. **Apologies for absence:** Peter Head, Cindy Read.
2. **Election of officers:** Ali Chorley (Chair), Jo Neudegg (Treasurer), Lesley Wilcox (Secretary).
3. **Notes of last meeting:** approved.
4. **Financial performance**

Sales are holding up well compared to the same period in 2020/21. Recorded wastage (mostly fruit and veg) for the period 1.11.21 – 31.5.22 was £326, ie 1.2% of sales, which is low. It is still worth the effort of stocking fruit & veg twice a week in order to be able to offer good quality produce because many customers continue to come on Wednesdays and Saturdays specifically for those items.

Ali will register the end of year accounts with the FCA. She will start a handover of Treasurer's duties to Jo in July.

**Action: Ali**

### **5. Debit cards**

There has been a delay by the bank in issuing a debit card to Stuart Chorley. Nat West have assured Richard that the action lies with them and the delay is down to them. Richard will now go ahead in applying for debit cards for Jo and Leonora.

**Action: Richard**

### **6. Volunteers and operations**

Additional volunteers have been recruited to deal with collecting bread and watercress. It would be useful to have a further volunteer to collect fruit and veg on Wednesdays and an extra volunteer to join the Sainsbury's delivery team. Shop staff to be asked to contain all rubbish in sacks and also to take home anything that they can include in their own household waste. The shop does not pay business rates so there is no refuse collection by the council.

**Action: Lesley**

## **7. Fridge and freezer**

The priority is to find some chilled storage for the fruit and veg and to replace the freezer. Chris will look into sourcing these, possibly second-hand items, with Stuart Chorley.

**Action: Chris**

## **8. Any Other Business**

i. Need to obtain a lidded crate to enable the newspapers to be left outside if the shop has not been opened up at the time of delivery.

**Action: Lesley**

ii. A blind has been installed in the shop to reduce the heat gain.

iii. Committee needs to consider drawing up a business plan to address such issues as selling alcohol, improved access etc.

**Action: All**

iv. Richard will produce a membership list.

**Action: Richard**

v. Need to hold a database of all volunteers and their contact details. This was started some time ago and stored on Google docs but this is not very user-friendly. Database needs to be able to be accessed only by relevant committee members. Ali to consider which platform would be most appropriate.

**Action: Ali**

9. **Date of next meeting:** 18 August 2022.

Lesley Wilcox