

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

## **Notes of Committee meeting held on Thursday 18 August 2022 in the Jubilee Room**

Present: Ali Chorley, Megan Harvey, Peter Head, Richard Killer, Chris Miller, Jo Neudegg, Cindy Read, Lesley Wilcox.

1. **Apologies for absence:** None required.
2. **Notes of last meeting on 16.6.22:** approved.
3. **Financial performance**

Figures to the end of July were tabled. Turnover continues to hold up well compared to the same period in 2020/21. Profit margins on each line will be included in the next set of figures. Ali has made a start in handing over Treasurer's duties to Jo who has contacted all our main suppliers and resolved some outstanding issues. The current format of the accounts will be maintained to the end of the FY.

As no-one knew of anyone within the parish who might be willing to audit the 2020/21 accounts Richard will establish who audits the accounts for the parish church.

**Action: Richard**

#### **4. Debit cards**

Nat West – Jo now has a mandate but has to apply separately for a debit card and access to on-line banking. Nat West requires two signatories although, when the account was opened, only one signatory was required.

Barclays – this account needs to be kept live until such time as everyone who needs a Nat West debit card has one. Some suppliers' accounts can now be switched to Nat West. Individuals not on the Committee must be removed from the Barclays' mandate and Jo needs to be added.

5. **Handover of Treasurer's duties:** covered under item 3.
6. **Volunteers and operations, database of volunteers' details**

All duties are covered at present although it would be useful to have additional help in collecting the fruit and veg on Wednesdays. One of the weekend staff has left. As no-one was aware of anyone in the parish who might be interested it was agreed that a youngster who lives at Tolpuddle who is interested in helping will be offered the post.

**Action: Ali**

Lesley will compile a database of volunteers and their contact details. Not clear at present where

this might be kept.

**Action: Lesley**

**7. Membership list:** Richard had circulated a draft list; some names were added.

**8. Fridge and freezer**

Stuart Chorley and Chris had looked at second-hand freezers and chillers but considered it was not worthwhile pursuing this. Approval of £3,000 was given to the purchase of a new additional chiller to enable the fruit and veg to be stored, and a replacement freezer, together with any ancillary work.

**Action: Chris**

The main electrical system needs checking and certification, not clear whether this is the Parish Council's responsibility. The PC has recently received a survey report of the building; not clear what, if any work, will be required and what the implications for the shop might be. Await PC's discussion.

**9. Business Plan**

How do we see the shop operating in 5 years' time? A number of issues need to be considered, eg the sale of alcohol, sale of lottery cards, disabled access, air conditioning and insulation, opening hours, 24 hour access, sale of more local produce, homemade cakes. All these issues, and possibly more, to be considered with a view to presenting recommendations at the next AGM.

**10. Any Other Business**

i. Bladen Social Club have asked to borrow the shop's card machine. The accounting can be quite simple and BSC will reimburse the fees.

ii. The screen in the shop will remain in place for now until we see the rate of Covid infections in the autumn and winter.

iii. The agreement with the village hall for the use of the lobby will be terminated but we will offer a donation of £25 pm to the hall. Lesley to write to the village hall committee.

**Action: Lesley**

iv. Ali will discuss the 2023 Calendar with Leonora Sheppard.

**Action: Ali**

**9. Dates of next meetings:** 18 October and 17 November 2022.

Lesley Wilcox