

The Friends of Briantspuddle Post Office and Shop Association Ltd

Notes of Committee meeting held on Tuesday 18 October 2022 in the Jubilee Room

Present: Peter Head, Chris Miller, Jo Neudegg, Cindy Read, Lesley Wilcox.

1. **Apologies for absence:** Ali Chorley, Richard Killer
2. **Notes of last meeting on 18.8.22:** approved.
3. **Treasurer's report**

Figures to the end of September were tabled. Turnover had dropped slightly in September as had happened in 2021. This was thought to be due to many regular customers being away and the current economic climate. Ali still helping Jo until year end (end October).

Jo will reconsider how the figures are presented for the next FY. It would be helpful if the new format could include figures for wastage, overheads and bank account balance. A stock check will be carried out on 31.10.22.

Barclays account now closed. The previous Treasurer had been very helpful with the process. All suppliers and direct debits have been moved to the Nat West account and all necessary debit cards finally received.

Peter to pass Scottish Power paperwork to Jo.

Action: Peter

Ali has made the previous year's return required by the Pensions Regulator in respect of paid staff, ie the weekend counter staff. Jo will take this over for 2022/23.

The Social Club will acquire their own card reader and so no longer process their card payments through the shop.

We need to consider a data cleanse of the data on Square once the accounts have been cleared. There are a lot of items on the system which we no longer sell and which could be archived.

One of the shop's 2 e-mail accounts should either be closed or diverted to the other. Jo will discuss with David G.

Action: Jo

4. **Debit cards:** covered in item 3.

5. Volunteers and operations, database of volunteers' details

Useful to have another couple of volunteers, particularly to help the Sainsbury's team.

Action: Lesley

The database of volunteers and their contact details is almost complete. This will be kept in the shop.

Action: Lesley

Ali has asked Megan whether she will take over organising the weekend rota.

6. Membership list: now complete.

7. Replacement fridge and freezer

Chris has identified a suitable replacement freezer and new chiller, approx. cost £2,000. Agreed not to purchase additional year's warrant. Also agreed to pay £80 for the removal and disposal of the old freezer which will need to be de-gassed and will be difficult to move in a car. Need to establish whether the shop or the Parish Council is responsible for the checking and certification of the main electrical system.

Action: Chris

8. Business Plan

Agreed to try to get residents' views on the service that the shop does, or might, provide. Lesley to draft a survey and circulate to the Committee for comments.

Action: Lesley

9. Christmas

It was hoped that we could offer a bigger selection of fruit and veg as in the previous 2 years as this had been a big success. Peter to speak to Leonora.

Action: Peter

Agreed that we could have a table at the Christmas Fair (4 December?) to offer cards, gift wrap, calendars, food items such as nuts, dried fruit etc and any surplus gifts from last year. This will be cheaper than hiring the Jubilee room for an extended period and also could attract customers that would normally not use the shop.

10. Calendar

Ali has this in hand.

11. Any Other Business

- i. A request had been made for the milk bottle top collection to be held in the shop. Unfortunately, there is no room for this at present but we could re-consider this once the new chiller is installed as this will free up table space.
- ii. Lesley to check on the agreement with the village hall and social club re contributions to the cost of providing wifi.

Action: Lesley

Date of next meetings: 15 November 2022. **This will be held at Cruck Cottage**, not the Jubilee Room.

Lesley Wilcox