

The Friends of Briantspuddle Post Office and Shop Association Ltd

Notes of Committee meeting held on 20 January 2025 at Cruck Cottage

Present: Peter Head (Chair), Richard Killer, Peter Martin (Treasurer), Chris Miller, Jo Neudegg, Cindy Read and Lesley Wilcox (Secretary).

- 1. Apologies for absence:** none required.
- 2. Notes of last meeting on 2.12.24:** approved.
- 3. Treasurer's Report**

Peter M had circulated the accounts to the end of December. They showed a good start to the year with a gross margin for the year to date of 17%. The figures for December and profit for the month were low due to timing of invoices. Still app £20k in reserves.

Major purchases in December were the new scanner, app £320, and the new printer, app £100.

Peter M will investigate how/if the requirement to register for VAT when sales reach a certain threshold (£90k) would apply to us. Sales in 2024/5 were £72k.

The revised accounts for 2023/24 were signed by Peter M, Peter H and Lesley.

4. Overheads and pricing

It was agreed to increase the increase the mark-up on F&V from 15% to 17.5% to offset wastage. Prices would then still compare favourably with local supermarkets. The effect of this can be monitored through the F&V category of the accounts.

The electricity meter had been read recently. Surprisingly, given the mild weather, it did not show a reduction in usage. There had been no notification of a change in the amount of the Direct Debit.

Jo had renewed the contract with BT for the broadband supply at £62.34 pm, a reduction in the monthly payment of £22!

5. AGM

To be held on 27.2.25 at 7.00pm. Agenda agreed. Lesley to draft Committee report.

Committee to meet at 6.00pm. Drinks and nibbles afterwards; Jo will organise these together with slips on tables for any comments.

6. Replacement for Postmistress

Eve, Richard and Lesley were due to meet with Eve's PO manager on 30.1.25.

7. Volunteers and operations

The arrangements over Christmas had worked well; about the same number of orders were received as last year.

Position re volunteers stable although we could still do with another volunteer to help with the F&V collection on Wednesday. Jo and Lesley were covering the weekends once a month.

8. Step into shop

The Listed Building Control application had been approved. Chris will contact the local builder to carry out the work, estimated cost £180.

9. Parish Council Grants 2024-5

It had previously been thought that we might apply for a grant to carry out the work to the steps. However, the Parish Council's policy on grants specified that an application must show that funding was not available from the organisation's reserves. This would disbar an application.

10. Working group with other parish organisations

Leonora Sheppard will represent the shop and PO on the Working Group; the first meeting will take place on 22 January. It was suggested that the arrangements that other groups had for insurance, telephone and electricity might be a useful start to see whether any communal arrangements could be set up.

11. Steve Smith's retirement

It was agreed that this occasion should be marked in order to thank Steve for all his care and effort over many years. There will be a collection in the shop, held in the PO. This can be advertised in the usual way through the Parish magazine, website etc but also a leaflet drop to all houses. We will also hold a small event in the Jubilee Room, to be funded by the committee. Lesley will contact Steve's family.

11 Any Other Business

- i. Jo is looking at archiving old invoices, financial records etc stored in the loft. These must be kept for 6 years.
- ii. It had previously been suggested that we hold a raffle to boost shop funds. This would require a licence - £40.00 for the first year and £20.00 thereafter. After further discussion it was agreed not to go ahead with this but to possibly consider it again should we have need to raise funds for a specific purpose.
- iii. Due to a steep increase in the cost of apple and ginger juice from the current supplier it was agreed to move to a different supplier. The minimum order is £150 but the juice has a long shelf life.
- iv. Agreed to offer the old printer to the community for a donation to the shop.

12. Date of next meeting

Monday 3.3.25.

Lesley Wilcox

Secretary