

The Friends of Briantspuddle Post Office and Shop Association Ltd

Notes of Committee meeting held on 22 July 2025 at Cruck Cottage

Present: Richard Killer, Peter Martin, Chris Miller, Jo Neudegg and Lesley Wilcox (Secretary).

1. **Apologies for absence:** Peter Head (Richard chaired the meeting). Cindy Read had stepped down from the Committee.
2. **Notes of last meeting on 7.7.25:** approved.
3. **Replacement Treasurer**

See item 4 of the minutes of the previous meeting held on 7.7.25 for the background.

Peter confirmed that, at present, he was happy to continue to act as Treasurer at least until the end of the FY, and until either a replacement person or arrangement was found, even if that meant working remotely. That was very reassuring. He estimated that he spent 6-7 hour per month inputting data into the software used (GnuCash), producing the monthly figures and providing an analysis of the financial position. It was noted that GnuCash is quite an old system.

Jo had had a conversation with our bank, Nat West, about the free software offered to business customers (FreeAgent) which sits on Nat West's platform. She had been assured that the package was user-friendly for people with a non-accounting background. Data would be transferred automatically from our business account and various reports could be run (but not a profit/loss account) and an advice line was available during business hours. We would still need an accountant to produce and file the end-of-year accounts. Peter M will check the FCA rules concerning who was authorised to file the accounts.

Richard added that this accorded with advice he had obtained from the Plunkett Foundation, ie that it should be possible for volunteers without any accountancy or bookkeeping knowledge to file income and expenditure data and produce monthly accounts but that accountancy help would be needed to produce the end-of-year accounts. Square can provide reports regarding sales by category and this might be an opportunity to review and simplify the structure of the way the shop data is held on Square. There probably would be no FreeAgent/Square interface but all income and expenditure goes through the bank account so would be accessible by FreeAgent.

Peter M and Jo will look into FreeAgent further and report back to the next planned meeting on 8 September. Richard will report back to the Plunkett Foundation idc.

4. Any Other Business

- i. Approval for the order for bags for sale in the shop was given.
- ii. Lesley will advise the Village Hall Committee that, following Cindy's resignation, the Shop & PO could not provide a rep for the VHC at present.
- iii. Not many entries had been received for the 2026 calendar. A reminder will be sent out.

5. Dates of next meetings

8 September and 27 October.

Lesley Wilcox

Secretary