

Sutton Poyntz Society. Notes of a meeting of officers called by the Chairman on Saturday 1st. April 2000.

The Chairman having been informed by the Treasurer that there was a shortfall in the returns paid in by Committee members for copies of the Village Survey which had been issued for sale to the general membership during the summer and early autumn of 1999, felt that the officers should meet to try to ascertain why the discrepancy had arisen and what needed to be done about it.

The number of copies given to members and sent to various agencies had been carefully logged by the Chairman and a copy of the list given to the Treasurer against which he could check the returns from the members. On preparing the Society accounts for the AGM, the Treasurer realised that there was a shortfall of £119. The explanation, in his view, was that members had not sold all their copies or had forgotten to send him the returns back in the autumn: unfortunately he had not chased up the members at the time and was not able to pinpoint the missing copies or cash. In response the Chairman had contacted most of the members and a further six copies had been accounted for reducing the deficit to £77. He still had to speak to two of the Committee.

The check lists prepared by the Chairman were carefully scrutinized again and it appeared that nine copies had been issued to the Springhead but only five had been accounted for.

The Chairman expressed his disappointment that it was so late in the financial year before the discrepancy came to light and he insisted on making up the shortfall of £77 before the AGM. Should further investigations unearth more copies or cash then he could be recompensed.

The Treasurer agreed to contact the landlord of the Springhead to ask him about the four copies referred to above and he would check all his receipts to see if he could reconcile the cash returns made by members with the number of Survey copies issued and sold.

CALL FROM S.E. 29.3.2000.

CANNOT BALANCE SECTION POINTS SURVEY SALES ACCT.

COPIES.

ORDERED & DELIVERED TO M.H.P. BY I.J.

120

LESS:-

FREE TO COUNCIL SECT. 9
HUB STOCK 3
M.H.P. STOCK 10

24

ACTUAL SALES

96 SURVEYS

SE. ONLY ACCT 96 X 7.00 = 672
FOR RECEIPTS OF 358
SHORTFALL 314

M.H.P. CHECK 30.3.2000 WITH COMMITTEE MEMBERS

IF STOCK OR SALES MONEY IS BEING HELD:-

	SALES MONEY GIVEN TO.	MONEY HELD	STOCK HELD
R.B.			
R. BIRCH			
A.B.	SE	NIL	NIL
A.B.	SE	NIL	NIL
S.E.			
C.G.			
P.J.			
K.K.	SE	NIL	NIL
J.L.			
R.M.			
M.M.	SE	14	NIL
M.P.	SE	14	10
A.S.			
J.H.			

SUTTON POINTZ SURVEY 99

COPY TO - SIMON 9.8.99.
SIMON 16.9.99.

SUPPLY & SALES ORDERS RECORD.

SUPPLY ORDERS TO I.J.	SURVEYS RECD. FROM I.J.	SALES ORDERS DELIVERED	DATE	MONEY'S RECD. BY S.E.	DATE.	STOCK BALANCE HELD BY M.P.
10 QTY. FEB 99	10 QTY. APRIL 99	9 [FREE]	MAY 99			
30 QTY. MAY 99	30 QTY. MAY 99	14 COMMITTEE INC. CGATES	5.6.99			
20 QTY. 5.6.99	20 QTY. JUNE 99	3 KK. 19 A.J.	JUNE 99			
20 QTY. JUNE 99		3 J.L.	"			
		5 R.B.	"			
		2 J.L.	"			
		5 PUB.	3.7.99			
SUB TOTALS 19.7.99 :-						
80	60	60				NIL
	20 QTY. 13.7.99	8 RB } 8 R BACKWELL } 4 MM }	14.7.99			NIL
30 20.7.99	15 1.8.99	6 MM } 1 AB } 1 DB } 2 MP }	2.8.99			
		1 SE	5.8.99			
		4 PUB	7.8.99			NIL
	15 8.8.99					
SUB TOTALS 9.8.99						
110	110	95				15
		1 RB. 10.8.99.				
		5 RM 12.8.99				
		1 MP 18.8.				
		5 C.G. 23.8				
10 14.9.99						
SUB TOTALS:- 16.9.99						
120	110	108				2
		2 MP	SEP.			NIL
	10 27.9.99					10

Tel: 01305 832535

The Rest
Silver Street
Sutton Poyntz
Weymouth
Dorset
DT3 6LL

12th July 99.

Simon,

Enclosed is an up to date record
of purchase & sale of Dillards Securities.

I'll look after the stock & supply
if you will collect & record the money.

I will update that list from
time to time & copy it to you so we
know where we are.

Jan said he would deliver the
outstanding order for 20 atb. the end
of this week. I have a warranty list
for 18 but quite a number of sub.
collections remain to be
made. I expect we received some money
at the end of this week.

Regards,
Michael P.

SUTTON POYNTZ SURVEY 99

SUPPLY & SALES ORDERS RECORD.

SURPLY ORDERS TO I.J.	SURVEYS RECD. FROM I.J.	SALES ORDERS DELIVERED	DATE	MONEYS RECD. BY S.E.	DATE.	STOCK BALANCE HELD BY M.P.
10 QTY. FEB 99	10 QTY. APRIL 99	5 [FILE]	MAY 99			
30 QTY. MAY 99	30 QTY. MAY 99	14 COMMITTEE INC. CGATES	5.6.99			
20 QTY. 5.6.99	20 QTY. JUNE 99	3 KK. 19 P.J.	JUNE 99 "			
20 QTY. JUNE 99		3 J.L. 5 R.B. 2 J.L.	" " "			
		5 PUB.	3.7.99			
SUB TOTALS 19.7.99 :-						
80	60	60				NIL

TO: S.P.S. COMMITTEE MEMBERS.

5.6.99.

SUTTON POINTZ VILLAGE SURVEY.

I AM DELIVERING THE ENCLOSED COPY ON THE ASSUMPTION THAT YOU WOULD LIKE ONE & ARE HAPPY TO PAY £7 [PAY SIMON AT S.P.S. COMMITTEE MEETING 16.6.99].

IF YOU HAVE NOT ALREADY COMPLETED YOUR ANNUAL SUB. COLLECTIONS IT MAY BE A GOOD OPPORTUNITY TO SHOW THE SURVEY ON YOUR COLLECTION ROUND & ENCOURAGE MEMBERS [OR HOME MEMBERS] TO ORDER A COPY. ALSO OBTAINABLE AT THE SPRINGHEAD PUB FROM 1ST JULY 99.

I CONFIRM THAT A MEETING OF THE S.P.S. COMMITTEE & THE W.P.B.C ENVIRONMENTAL SERVICES DEPARTMENT [INCLUDES PLANNING] HAS BEEN FIXED FOR WEDNESDAY 7TH JULY 99 7.30AM. IN THE MISSION HALL TO DISCUSS THE VILLAGE SURVEY.

REGARDS

Michael.

Tel: 01305 832389

46 Brackendown Avenue
Preston
WEYMOUTH
Dorset
DT3 6HX

Mr M Pressly
"The Rest"
Silver Street
Sutton Poyntz
Weymouth
Dorset
DT3 6LL

28 February 1999

Dear Mr Pressly

SUTTON POYNTZ REPORT - SETTING AND PRINTING ESTIMATE

Thank you very much for allowing me to provide an estimate for the publishing of the forthcoming Sutton Poyntz report. Having given your requirements some consideration since we met last Thursday, I can provide an estimate for the work based on the following assumptions:

There will be 60 photographs contained in the report, some of which will need some manipulation.

There will be 30 A4 pages, 10 of which will be full colour, 1 will be double sized (A3). The remaining 20 will be plain black text.

The text will be supplied on floppy disk in MS Word® format.

The publication is bound using a "comb binder". Clear acetate covers are available.

These assumptions are purely a starting point to give an idea of the costs involved. I would be happy to provide a firmer figure when the size of the task has stabilised!

I have supplied some scanned images of the photograph you lent me; this is an example of the minimum quality you can expect. You will note that the "Best quality" picture has a better finish than the "Normal quality". I have also supplied two pieces of 100 gsm paper which I suggest could be used throughout the document. The only difference is in the smoothness.

RECORD OF QUANTITIES ORDERED/SOLD.

ORDERED	SOLD	STOCK BALANCE
10	5 FEB + 20 FEB	
30		
	20 ORDERED 20 FEB	
	3 BYKEN	15
30 RECD FROM 1		35
	1 BYKEN	16
	3 FEB	
	5 FEB	
	2 JUL	
	5 PUB 1.7.99	

The estimate is:

To transfer 60 colour negatives to CD-ROM	£50
To set the document ready for printing	£75
To print 10 copies using "Best Quality printing"	£90 (includes A3 sheet)
To bind 10 copies	£10
Total	£223

Should "Normal Quality" printing be selected then the printing cost will reduce by £35.

I hope you find these figures helpful. The transfer of the photos to CD-ROM will provide a better quality picture in the finished document. The disk will be your property on completion of the task. Please note that the requirement is for "negatives" (or slides).

Should you have any further questions I would be delighted to offer an answer.

Yours sincerely

Ion Jeff

I M Jefferis

The above £223 has increased to £275 due to extra work.
This is £6.50 per survey was agreed by the S.P.S. Committee
5.5.99.

TO:- SIMON
FROM: MICHAEL P
21.5.99.

You will see from the enclosed invoice Tom has changed £260 for printing a total of 40 surveys i.e. £6.50 each. & the balance of £208.79 for preparation & neg. to CD-ROM. This is in line with his quote plus increase as noted above.

If you are happy with this please send Tom a cheque promptly.

We have sent out 8 free copies:-

- 2 W&P.B.C.
- 1 Deighton Civic Society.
- 2 C.P.R.E. [EXTRA NOT AGREED BY COMMITTEE]
- 1 County Records,
- 1 County Council.
- 1 Sun Devs

Leaving 32 to be sold. Springhead Pub has agreed to be point of sale, News Letter will announce.

printers
Ink
01305 832389

46 Brackendown Avenue,
Preston
WEYMOUTH
Dorset
DT3 6HX

INVOICE

The Treasurer
Sutton Poyntz Society
The Rest
Sutton Poyntz
Dorset

Date: 15.5.99

Invoice No: 9916

To Supply:

Preparing Sutton Poyntz survey document (34 hours)	170.00
Transfer of negatives to CD ROM	38.79
Print and bind 40, 23 page documents	260.00

Total

468.79

(We do not charge VAT)

Please make cheques payable to IM & CD JEFFERIS

Thank you for your custom.

Please retain for future reference

SERVICES OFFERED BY

printers
Ink
01305 832389

Letterheads
Correspondence cards
Change of Address cards
Printed labels
Business cards
"With Compliments" slips
Invitations
Wedding Stationery
Cards & Notelets for all occasions
Bespoke stationery to suit your requirements

Black,
Full colour,
Metallic } processes available

46, Brackendown Avenue, Preston, WEYMOUTH, Dorset. DT3 6HX