**Westbury Sub Mendip Community Shop Ltd**

**Annual General Meeting Minutes**

**Wednesday 22nd August 2018, 6:30 pm, Village Hall**

With 39 Members present, (see appended register) the Annual General Meeting was quorate.

1. **Apologies**

Caroline Claydon, Marianne Ball, John Ball, Ros Wyke, John Finch, Tory Voake, David Cheetham, Isobel Cheetham, Sally Golding, Jonathan Cozens, Dudley Shellard, Jill Penfold, Clare Mather, Peter Tillett, Shirley Tillett, Alison Schwetlick

1. **Minutes**

The minutes of the AGM of 29.06.2017 were approved.

**Matters arising**

There were no matters arising.

1. **Chairman’s remarks**

Simon Reece paid thanks to the hard work of the Staff and Volunteers, and remarked that the Volunteers should be thought of as ‘unpaid’ Staff given their essential contribution to the running of the Shop.

Work continued to develop the running of the Shop with the development of procedures. The aim was to establish and maintain both a consistent means of doing things, and a consistent experience for the shopper.

The shop footfall and customer spend remained at levels similar to last year, despite better communications via Facebook, the PEW, and Liza’s excellent shop window displays. He noted that the best day’s trading coincided with the ‘Beast form the East’ which temporarily confined shoppers to the village. As a consequence the Committee were considering the purchase of a snow machine if no improvements were seen.

An ongoing programme of maintenance was necessary, especially in the light of the considerable extra assets that the Grants had allowed to be purchased.

The Back Room and Garden was now available for use by the Community, and ways of publicising this to the various groups in the village were being looked at. Recent uses had been the successful running of 3 ‘pop-up’ cafes, and there is currently a Glow Worm information display curated by Peter Bright.

The over-riding aim of the Committee, Staff, and Volunteers was to ensure that the Community Shop remained sustainable. This also depended on the rental income being maintained from the associated Flat. The current occupants are leaving on 3rd September, and our Letting Agents are currently undertaking viewings with prospective new tenants.

1. **2017 Accounts and Treasurer’s Report**

Nick Mayor opened his remarks by reminding the members that he was not an accountant and thanking his ‘Finance Team’ of Alison Cole and Sylvia Healey, who had kept him on the straight and narrow. He also thanked the Shop Staff for providing his raw figures, and for Quickbooks.

The Treasurer reminded members that the 2016 figures only covered an 11 month trading period as the shop started operating on 25th January 2016 and that this should be borne in mind when making comparisons with 2017.

As with 2016, the main sources of income were the Flat rental income, the PO Business revenues, and the Shop takings. Whilst the main outgoings were Staff costs and Financing costs (loan/bond interest etc.) there was also a significant amount shown as Amortisation of Deferred Income. Nick explained that this was depreciation of assets acquired as part of the Grant investment in fixtures, fittings, etc. The aim is to depreciate these over a 5 year term, and is reflected in the figures presented. The opportunity had also been taken to write off half of the ‘goodwill’ shown on the balance sheet.

The profit before tax for the 2017 trading year was £916 compared to £1445 for 2016. The difference is largely accounted for by the increased depreciation, but demonstrates that the shop viability is heavily reliant on the Flat rental income, and the village using the Shop and PO.

A review of the amount of cash to be held in reserve had been undertaken by the Committee, who had accepted Nick’s proposal of £25,000 as being a prudent figure. This, again, is reflected in the balance sheet.

Nick then dealt with two questions that had arisen during the presentation of last year’s financial report, namely wastage and budget.

With regard to wastage, this had been tracked for the last 12 months and is about £58 per month. This rate is about 50% of the average for Community Shops as reported by the Plunkett Foundation.

A budget for 2017-18 was then presented.

The accounts had been independently reviewed by Cadwallader in line with the decision taken at the last AGM.

There were no questions and the accounts were approved.

1. **Shop Operations Committee Report**

John Cozens explained that the Shop Operations Committee consisted of a small group of staff and volunteers who met on an ad hoc basis to develop initiatives aimed at increasing engagement with the shop.

Initiatives in 2017 had included a Loyalty Card scheme, a Bake-Off competition, Wine of the Month provided by Sante in Wells, improved display of bread and fresh produce, plus a Christmas Shopping Night incorporating local crafts leading to a permanent display and sale of these items.

The Back Room has personal computing and printing facilities available, together with tea and coffee, and a small amount of exhibition space. Garden furniture has also been provided to make use of this resource.

Despite this, as outlined in the Chair’s report, shop income remains flat, and it may be that we have reached a ceiling for the village, but efforts will continue to try and attract more business. The proximity of a variety of supermarkets and fruit/vegetable stores provide strong competition for a mobile customer base.

The small size of the shop presents a constant challenge and in response to a question, John emphasised that “just because it isn’t on display doesn’t mean we can’t get it” and provided a couple of examples.

John offered thanks to those local businesses that used the shop to supply some of their own needs, in particular the Westbury Inn who had also donated a coffee machine for use in the Back Room.

Buffy Fletcher asked if more could be done to attract passing trade especially at lunchtime, where perhaps heated food and hot drinks could be offered. This was noted and will be reviewed by the Shop Operations Group.

1. **Membership Report**

Kelvin Juba reported that the primary concern in this year had been to anticipate the expiry of the current Secured and un-Secured Bonds that will happen in November 2019.

The Committee had convened a special meeting to consider future financing options and had concluded that a continuation of the Bond Scheme offered the best option in both providing the necessary source of finance and ensuring community engagement. Further it was proposed to stick to the same interest rate, i.e. 3% above base rate for Secured Bonds of £6000, and 2.5% above base rate for un-Secured Bonds of £500

Kelvin reported that on the basis of research he had conducted, a large majority of existing bondholders had confirmed, either verbally or in writing, that they were happy to renew their investment in November 2019. He estimated that only 4 or 5 new bondholders needed to be sought.

Kelvin explained that the process of redeeming existing bonds and issuing new ones had to be a sequential process, and details were being worked out as to how this might happen.

Wesley Hann asked if the proposed interest rate was too generous. Simon Reece explained the circumstances under which the first bond issue was made and the strong imperative to get people to subscribe at that time. During discussion two opinions emerged, one that subscribers took out bonds purely for the attractive interest rate and the other that subscribers were motivated by wanting to help the Community Shop with financial backing and the interest rate was of less importance. Simon Reece agreed that the committee would look again at this point and try to develop an approach which was consistent with these opinions.

Alison Hann asked if there was a way the Bond interest could be returned to the shop. John Cozens replied that he was sure that it could be ‘gifted’ in some way, and the Committee agree to investigate what options existed for this type of arrangement should individual members wish to do this.

1. **Plans for 2018 and 2019**

Simon Reece expressed the view that this had been adequately covered in the previous presentations and the members present agreed.

1. **Appointment of Auditors/Accountants for 2018 Accounts.**

Simon Reece proposed re-appointing Cadwalladers, Peter Bright seconded it and the motion was carried unanimously. A full professional audit will not be required.#

1. **AOB**

Simon Reece explained the Helen West had left the Committee and that she had been thanked at the previous inquorate meeting. He further explained that as all the remaining Committee members were within their 3 year term, there were no Committee elections.

The meeting closed at 8pm.

**APPENDIX** Attendance Register

**APPENDIX**

Westbury-sub-Mendip Community Shop Ltd Annual General Meeting – 22nd August 2018

Attendance Register:

Simon Reece

Peter Bright

Mick Fletcher

Buffy Fletcher

Steve Penfold

Ian Ward

Jan Ward

Julie Romeo

Helen Sealey

John Barkle

Sue Reece

Kate Cozens

Sylvia Mayor

Sylvia Healey

Richard Healey

Penny Colwill

Steve Colwill

Ruth Shellard

John Cozens

Mark Smith

Tony Thompson

Peter Roper

Jackie Roper

Angela Buchanan

Andrew Buchanan

Maggie Beebee

Trevor Beebee

Wesley Hann

Alison Hann

Jackie Laws

Frank Bonetti

Nikki Beer

Phil Beer

Jenny Parker

Lyn Dolby

Sandy Juba

Aileen Adlington

Nick Mayor

Kelvin Juba