

Bretforton Community Shop

Annual Members Meeting – Monday 23 September 2019, 7.00pm
Bretforton Memorial Hall

1. Apologies for absence
2. Minutes of previous AMM
3. Chair's report
4. Secretary's report
5. Treasurer's report
6. Approval of Audit arrangements
7. Election of committee
8. Review of future plans
9. Any Other Business

1	<p>Apologies for absence Paulette & John Moore, Nigel Smith, Tash Daly, Phil & Catherine Smith, Phil Moxon, Hilary & Geoff Collins, Nigel London</p>	
2	<p>Minutes of previous Annual Members Meeting Proposed – Rob Davis, Seconded – Belinda Wells Approved by the members present</p>	
3	<p>Chair's report</p> <p>Trading review:</p> <ul style="list-style-type: none"> • Trade at Christmas 2018 was very disappointing • Loss of two part time members of staff impacted performance • Our wholesaler was sold so new supplier needed at short notice, leading to supply disruption • Competition from new Co-op in Honeybourne is having some impact on sales • Trial - of volunteers exclusively running shop on Friday, Saturday & Sunday to reduce costs <p>Key Objectives for 2019-2020</p> <ul style="list-style-type: none"> • Focus on adjusting operations to match trading conditions • Focus on recruiting new volunteers & growing the membership • Focus on targeted fundraising <p>Our volunteers</p> <ul style="list-style-type: none"> • Fabulous support from all- including many volunteers who contribute behind the scenes as well as the committee members 	
4	<p>Secretary's report Membership update</p> <ul style="list-style-type: none"> • Founder Members: 256 • Membership at last AMM: 286 	

	<ul style="list-style-type: none"> • New Members added in the last 12 months: 4 • Total Membership: 290 <p>Our 2020 plans - re-commit to actively recruit new members</p>	
5	<p>Treasurer's Report Receive and approve the accounts for the financial year ending 31st March 2019 Proposed – Belinda Wells, Seconded – Sandie Seager Accounts approved by the members present.</p> <p>Revenue £115.137 Cost of sales £88,502 Gross profit £26,635 Admin expenses £34,877 Other operating income £1,425 Operating Profit/(Loss) (6,817) Interest receivable - Interest payable & similar charges - Profit/(Loss) on Ordinary Activities before Taxation (£6,817) Tax on Profit/(Loss) (£314) Profit/(Loss) for the Financial Year (£6,503)</p> <p>Summary 2018/19</p> <ul style="list-style-type: none"> • Accounts are for a shorter period of eight months as end of year moved to 31 March 2019 	
6	<p>Approval of the audit arrangements</p> <p>To continue to receive an annual independent Accountants Report and not require a full audit To re-appoint David Cadwallader & Co Ltd (recommended by Plunkett) – to provide the independent Accountant's Report</p> <p>Proposed – Rob Davis, Seconded – Tim Mills Approved by the members present.</p>	
7	<p>Election of Committee In accordance with the rules of the Society the following members stood down: Heather London Kim Carter Kate Buckham Mike Cook All offered themselves to stand again.</p> <p>The members present approved the election of the Committee. Committee as elected – Chris Buckham Heather London John Cleveland</p>	

	<p>Kate Buckham David Miskin Kim Carter Mike Cook Lynette Williams (Secretary)</p> <p>Propose – Helen Davis, Seconded – Jacinta Jones</p>	
8	<p>Review of the trading in the current financial year and plans for 2019-2020</p> <p>A wide-ranging discussion took place with the members present, which is summarised as follows:</p> <p>The Shop is very much at a crossroads after 5 years of successful trading and now we need to adjust the operating model to match the changed trading conditions.</p> <p>The Committee agreed to look at a mix of options – none of them straightforward – ranging from attracting and retaining more volunteers, reducing the opening hours, adjusting the staffing model and modifying the product range and margins.</p> <p>There will be a need for a wider consultation with the whole village to ensure our future plans meet what the majority of the community wants. We will do this over the next few months.</p> <p>We are continuing with our plans to gain permanent planning permission for a modestly extended Shop building and will be researching what level of grant funding might be available to help us with these plans.</p> <p>Finally, there is a need to recruit new members to the committee who can help us with our business review and future plans. In particular, we are looking for someone who can take responsibility for working with volunteers, organising training and planning the rota in partnership with the managers and someone who can work with our architect to develop the plans and costs for the extended shop building.</p>	
9	<p>AOB</p> <p>No further issues were raised.</p> <p>31 attendees including the members of the Committee</p>	



Chairman
Chris Buckham



Secretary
Lynette Williams