

Bretforton Community Shop

Annual Members Meeting – Saturday 26 November 2016, 7.30pm
Bretforton Social Club


1. Apologies for absence
2. Minutes of previous AMM
3. Chair's report
4. Secretary's report
5. Financial report
6. Election of committee
7. Any Other Business

1	<p>Apologies for absence</p> <p>Paul Lisney Brian Sellers Cathy Butland Phil and Catherine Smith</p>	
2	<p>Minutes of previous Annual Members Meeting</p> <p>Proposed – Linda Hall Seconded – John Cleveland Minutes of the previous meeting were approved by the members present</p>	
3	<p>Chair's report</p> <p>Operating Performance</p> <p>Management account highlights: Average weekly sales increased by 40% Since Feb 2016 made a profit every month (apart from Sept 2016 when we had one-off salary costs)</p> <p>Current financial year to date (1 August 2015 – 31 July 2016) Total revenue £209,789 Loss for the financial year £4,255 (without depreciation would have made a £500 surplus)</p> <p>Trading review: Average sales 40% higher than last year, but starting to slow Average weekly transactions increased from 750 to 1000 Bretfrest week the busiest of the year</p>	


	<p>Peak trading through June, July and August Selling margin stabilised at 23%-24% Change in management structure and personal – new part time Manager, Claire Cook, joins us in December Growth of ‘Young of Heart’ lunches New noticeboard and car park surface (thank you to the Social Club) Regional Finalist for the Community Ownership Awards 2016 (Plunket Foundation)</p> <p>Development plans: Guiding Principles</p> <ul style="list-style-type: none"> • Manage the business to achieve sales and profit targets • Increase the marketing and promotion of the shop • Encourage volunteering and support from the Community <p>Initiatives</p> <ul style="list-style-type: none"> • Increase the number of members • Develop the café – to develop sales margins and encourage sociability • Review planning permission and extend lease with the Club • Fundraising to include working capital • Invest in new equipment (second till, car park lighting, catering facilities) • Provide contingency for unforeseen events 	
4	<p>Secretary’s report</p> <p>Membership update 17 new members 277 shareholders on register (256 founder members)</p> <p>Plans for 2017 include active recruitment of new members</p>	
5	<p>Treasurers Report Receive and approve the accounts for the financial year ending – Proposed – Tim Mills Seconded – Kim Carter Accounts approved by the members present.</p> <p>Revenue £209,789 Cost of sales £168,270 Admin expenses £48,045 Operating loss £4,255 Loss for the financial year £4,456</p> <p>Fixed assets £36,872 Depreciation £4,000 Stock £12,165</p>	

	<p>Debtors £947 Cash in bank £12,560 Creditors £16,962 Net assets £8,710</p> <p>Approve the appointment of auditors – David Cadwallader & Co Ltd (recommended by Plunkett) – Proposed – John Cleveland Seconded – Kate Buckham Approved by the members present.</p>	
6	<p>Election of Committee In line with the rules of the Society, 4 members of the Committee stood down (Joanne Davenport, Reg Pincher, Bob Bullock, Kate Buckham), with 1 offering themselves for re-election (Kate Buckham) along with 1 new candidate standing -</p> <p>The members present approved the election of the Committee.</p> <p>Committee as elected – Chris Buckham (Chair) Heather London (Treasurer) John Cleveland (Vice Chair) Paul Lisney Kate Buckham David Miskin Kim Carter Margaret Dodds Pat Watson Mike Cook</p> <p>Non Committee members Lynette Williams (Secretary)</p>	
AOB	<p>45 attendees including the members of the Committee and Shop Managers</p> <p>Issues raised - Could we have a light outside the stock room door? Could we have a storage unit outside the shop for the cleaning equipment?</p>	

Chairman
Chris Buckham


5/12/2016

Secretary
Joanne Davenport


2/12/2016