

Bretforton Community Shop

Annual Members Meeting – Saturday 4 November 2017, 10.30am

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 Brian Sellers Harvey Grove Phil and Catherine Smith</p>	
2	<p>Minutes of previous Annual Members Meeting</p> <p>Proposed – Geoff Collins, Seconded – Leeann Bibby Approved by the members present</p>	
3	<p>Chair's report</p> <p>Trading review:</p> <ul style="list-style-type: none"> • Sales growth-sales stabilised, 2016/17 finished level on the year • Number of transactions & average basket spend/in line with 2015/16 • Peak trading through June & July. Jan & Feb quietest months • The week of Bretfest our busiest week, with Christmas week closely behind • Gross margin improved • 'Stock loss' improved • Change in management structure and personnel <p>Key Objectives</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 • Increase membership • <i>Plan for the long-term future of the Shop</i> <p>Planning for the future</p> <ul style="list-style-type: none"> • Planning permission for current shop granted until 2020 • Joint investigating group between Club & Shop to consider: <ul style="list-style-type: none"> • Option of applying for permanent planning permission, and if granted, making any mandated changes to the building and its surroundings 	

	<ul style="list-style-type: none"> • At the same time, we are in early stage discussions as to the feasibility of a new building to incorporate the Club/Shop/Café • At all times, we are working closely with the Parish Council and Wychavon District Council to ensure the long-term sustainability of the Shop • We keep the members and village informed with regular updates via the Parish Magazine, our website and our Facebook page <p>Our volunteers</p> <ul style="list-style-type: none"> • Amazing support from all- including many volunteers who contribute behind the scenes as well as the committee members • Continued influx of new volunteers • The “Super16” – Volunteers who have delivered over 100 hours in the Shop 	
4	<p>Secretary’s report</p> <p>Membership update</p> <ul style="list-style-type: none"> • Founder Members: 256 • Membership at last AMM: 277 • New Members added in the last 12 months: 5 • Total Membership: 282 <p>Our 2018 plans - re-commit to actively recruit new members</p>	
5	<p>Treasurers Report</p> <p>Receive and approve the accounts for the financial year ending 31st July 2017 Proposed – John Cleveland, Seconded – Linda Hall Accounts approved by the members present.</p> <p>Revenue £209,893 Cost of sales £165,010 Gross profit £44,883 Admin expenses £46,959 Other operating income (£4,204) Operating Profit/(Loss) £2,128 Interest receivable £10 Interest payable & similar charges (£216) Profit(Loss)on Ordinary Activities before Taxation £1,922 Tax on Profit/(Loss) £19 Profit/(Loss) for the Financial Year £1,903</p> <p>Summary 2016/17</p> <ul style="list-style-type: none"> • Trading profit (i.e. not accounting for Depreciation) increased from £650 to £7,000 • Sales level on 2015/16 at £209K • Trading pattern broadly in line with 2015/16. 	

	<ul style="list-style-type: none"> • Peak Christmas week in 2016 was +30% on 2015...but peak for Bret Fest & Proms in 2017 was -12% on the year • Cash balance continues to grow. Typically, we now hold around £20K cash in the bank – and around £8K as a nominal reserve if we were to pay all creditors <p>Approve the appointment of auditors – David Cadwallader & Co Ltd (recommended by Plunkett) – Proposed – Paulette Moore, Seconded – Helen Chiddick Approved by the members present.</p>	
6	<p>Election of Committee</p> <p>In line with the rules of the Society, 3 members of the Committee stood down (Chris Buckham, David Miskin, John Cleveland), along with Leeann Bibby who had been co-opted during the year.</p> <p>Margaret Dodds stood down</p> <p>The members present approved the election of the Committee.</p> <p>Committee as elected – Chris Buckham Heather London John Cleveland Kate Buckham David Miskin Kim Carter Pat Watson Mike Cook Leeann Bibby</p> <p>Non-Committee member: Lynette Williams (Secretary)</p>	
AOB	<p>44 attendees including the members of the Committee and Shop Managers.</p> <p>Issues raised:</p> <ul style="list-style-type: none"> • Promote Post office Van-sign in shop/on website/Facebook • Investigate having Post Office service/post box outside shop/Parcel delivery and collection service. • National Lottery terminal • Road crossing in village • Voucher idea-monthly draw with gift voucher for 1st & 2nd prize • Pop up shop at Sports Ground-to sell essential items for that part of the village 	

Chairman
Chris Buckham



Secretary
Lynette Williams

