



Bretforton Community Shop

Annual Members Meeting 22nd September 2020

Agenda



1. Results of voting on formal business

- ▶ To approve the Minutes of the Annual Members' Meeting held 23rd September 2019
- ▶ To receive and approve the Accounts of the Society for the year ending 31st March 2020
- ▶ To re-appoint David Cadwallader and Co Ltd as the Society's Independent Reviewer/Auditor and - **as in previous years** – to disapply Section 83 of the Co-Operative and Community Benefit Societies Act 2014 (default requirement to conduct a full audit)
- ▶ To elect/re-elect Committee Members

2. Membership update

3. Review of the trading in the current financial year and future plans

4. Any other Business – Questions submitted during the meeting or in advance



Election of Committee Members 2020-21



2019-2020 COMMITTEE
Chris Buckham
John Cleveland
Heather London
David Miskin
Kate Buckham
Kim Carter
Mike Cook
Lynette Williams (sec)

STANDING DOWN
STANDING DOWN & RE- STANDING
Chris Buckham
John Cleveland
David Miskin
Lynette Williams

2020-21 COMMITTEE (proposed)
Chris Buckham
John Cleveland
Heather London
David Miskin
Kate Buckham
Kim Carter
Mike Cook
Lynette Williams (sec)

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Membership Update 2020



Founder Members:

- 256

Membership at last AMM:

- 292

New Members added in the last 12 months:

- 0

Total Membership:

- 292

BRETFORTON COMMUNITY SHOP

MEMBERSHIP APPLICATION FORM

Make sure you have your ID or Photo ID with you. Become a member of Bretforton Community Shop by simply completing the application form below to see what you can do to help us in our community benefit society.

Rules of the society's rules can be found on the website or in the shop.

Membership will allow you to vote at the annual members meeting, stand for the Managing Committee and benefit from any members' rates and facilities that the shop may organise from time to time.

As a community organisation, our primary concern is to serve the community for most of our working hours and it is a condition of membership that you membership can assist the most possible.

Name _____

Your Full Name _____

Address (including postcode) _____

Home Phone No. _____

Mobile No. _____

E-mail Address _____

I hereby apply for a membership card at Bretforton Community Shop on: Signature _____

Membership Class: £10

I wish to make a donation of (please tick amount): £10 £20 £30 £50 Other _____

Total Payment: £ _____

I will join the shop

I would like to join the shop but I would like to make enquiries to Bretforton Community Shop

I will join the shop as a member

How to join as a member of Bretforton Community Shop: see the form 4002 or download the form from the website.

We will send you your membership card certificate within one month of receiving your application.

Why not volunteer!

It's great fun, a chance to meet new people and get to know others better and it can be as little or as much of your time as you wish to give. You'll be well looked after and your experience will be valued. If you're not sure what you can do, please contact us.

Contact us on 01286 820010

Serving Customers Sorting newspapers Helping with deliveries and stock management

Other - please list _____

To find out more, email Sharon.Dawson@bretfortonshop.org or call for an 01286 820010 or call to see our manager at the shop: telephone 01286 820010 email manager@bretfortonshop.org

Bretforton Community Shop Ltd. - A Registered Society for the Benefit of the Community
Registered in England No. 301294, 30 New St, Bretforton, Evesham, WR11 1HT. Tel: 01286 820010
Email: info@bretfortonshop.org www.bretfortonshop.org

Annual Accounts 2019/20 Summary

Income Statement



	Year to 31 Mar 20 £	Period from 1 Aug 18 to 31 Mar 19 £
Turnover		
Sales	171,872	115,137
Consultancy	6,233	—
	<u>178,105</u>	<u>115,137</u>
Cost of sales		
Opening stock	10,701	10,704
Purchases	131,252	88,434
Event costs	516	65
	<u>142,469</u>	<u>99,203</u>
Closing stock	5,244	10,701
	<u>137,225</u>	<u>88,502</u>
Gross profit	<u>40,880</u>	<u>26,635</u>
Overheads		
Administrative expenses	43,802	34,877
Loss on society trading	<u>(2,922)</u>	<u>(8,242)</u>
Events income	1,566	1,127
Donations	475	247
Capital grant released	51	51
	<u>2,092</u>	<u>1,425</u>
Operating loss	<u>(830)</u>	<u>(6,817)</u>
Loss before taxation	<u>(830)</u>	<u>(6,817)</u>



Notes to 2019-20 Accounts

▶ Consultancy Income

- ▶ Providing advice to other community businesses. Income less cost of delivery

▶ Stock

- ▶ Written down by £1500 compared to book value to provide a contingency as a result of being unable to complete a physical stock take

▶ Event Income

- ▶ Ticket for Young at Heart lunches and Bretfest

▶ Profit and Loss

- ▶ Loss of £830 is after taking a depreciation charge of £5,318. Tax is charged on the profit before depreciation.

▶ Tax position

- ▶ Estimated tax payable is £843

2019-20 Trading Summary



- ▶ Sales (April 2019-March 2020) were £172K, -8% compared to previous 12 months
- ▶ Sales pattern was broadly in line with previous years, but the peaks were much less significant (the week of Bretfest and Xmas were significantly quieter than in 2018), and we did not see the peaks associated with the periods of snow in 2018
- ▶ The last week of the financial year was the first week of lockdown, when we ‘enjoyed’ our best ever week’s sales
- ▶ Gross margins were at 23%, in line with target
- ▶ Having decided to operate once more with a full-time manager, we were delighted to welcome Gill on board at the end of January 2020



Our Volunteers

- ▶ Amazing support!
- ▶ *Not forgetting the many volunteers who contribute behind the scenes and of course the members of your committee!*

The “100-500” Club

100-499 volunteer shifts “in shop”

Janet Burdett	Sue Macleod
Belinda Wells	Sandie Elliott
Irene Neill	Megan Barry
Jeanne Jelfs	Bekah
Dave Wells	Jane Knight
Sandra Seager	Sarah Pask
Linda Hall	Kathy
Ann Ballard	Caggy
Mike Cook	Sally Aitken
Sylvia	Sharon Haines
Margaret Feeney	Jane Lowe
Geoff Collins	Kim Gordon
Chris Buckham	David Miskin
Margaret Higginson	

The “500-1000” Club

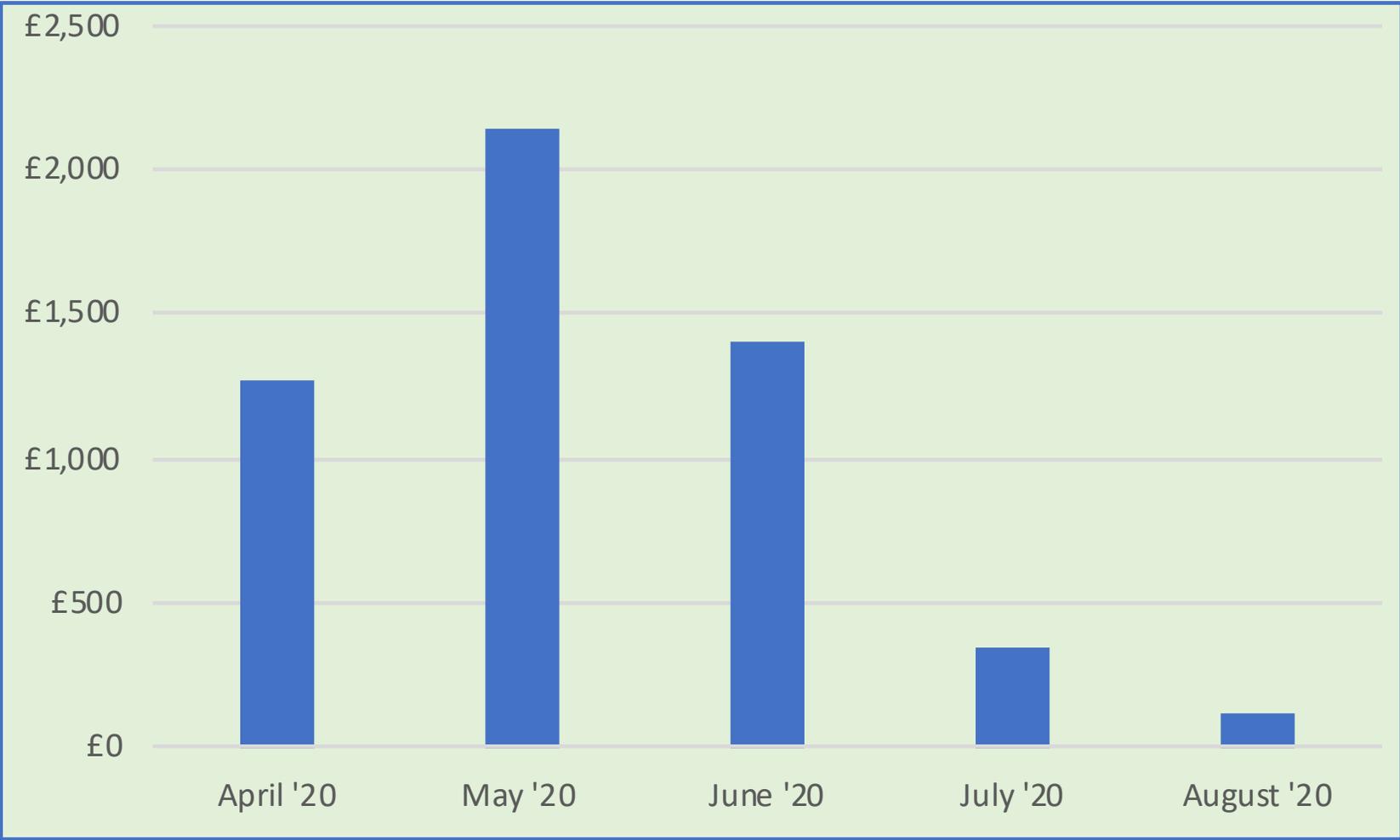
500-999 volunteer shifts “in shop”

Heather London
Tim Mills
Kim Carter
John Cleveland
Pat Cleveland
Liz Kerr
Helen Davis
Margaret Workman
Helen Chiddick
Margaret Dodds
Catherine Smith
Paulette Moore

Review of the trading in the current financial year and future plans

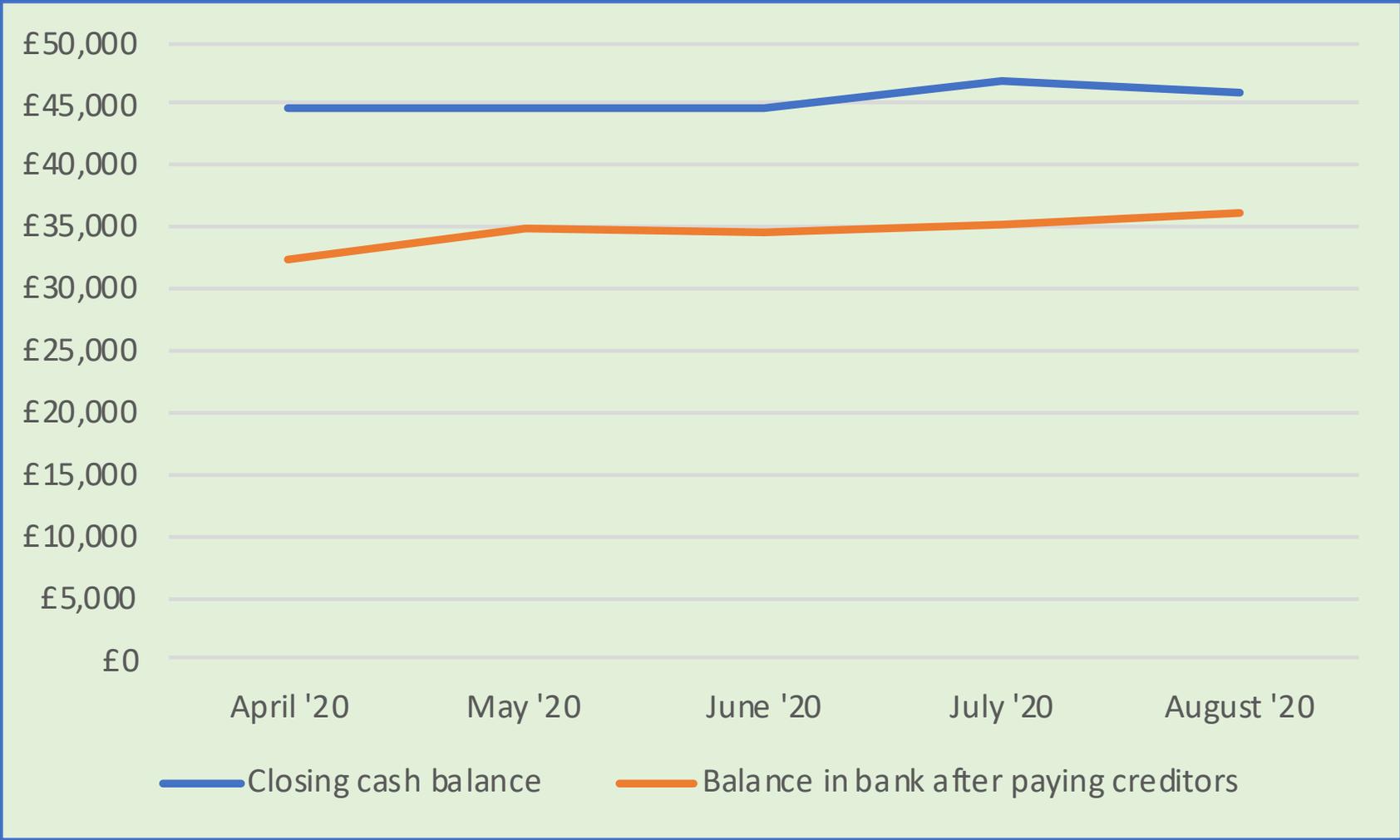


Current Year Financial Performance – Profit/Loss by Month



Year-to-Date Profit £5,263 (Last Year same period £2,266)

Current Year Financial Performance – Cash Balance by Month



Cash balance includes £10,000 Covid grant and £5,000 restricted grant

Summary of Current Trading & Challenges



- The first 5-6 months of trade this year have been dominated by the effects of the **Covid-19 crisis**
 - **Sales** and **profits** were well ahead of forecast in April, May & June, but sales have fallen behind plan in August and September (and we lost our traditional peak around Bretfest in July)
 - Store **opening hours** were reduced from 30th March, and will only be extended from 5th October
 - While we lost 90% of our original **volunteers** for much of this period, we managed to recruit an additional 60 volunteers, who provided fantastic support, particularly as a large proportion of trade moved to home deliveries (peaking at **90 deliveries a week**)
 - We provided a great service to the community, not just with deliveries, but in terms of maintaining **availability** of key products
 - Since 1st April, our number of **transactions** per week have been an average of 250 lower than the same period last year (but our average **basket spend** has been £2.38 higher)



Summary of Current Trading & Challenges



- Our main challenge for the rest of 2020/21 will be to **increase footfall**, and **arrest the recent decline in sales**. (We believe there are a raft of factors effecting current performance, including the reduced trading hours, the broader trends of bigger weekly shops at supermarkets, and the doubling in the number of supermarket home deliveries.)
- We believe the **increase in trading hours**, and the launch of a **customer loyalty programme** in October (both supported by a marketing campaign) will have positive effects
- Our current **bank balance** – with has been boosted by our profitability in April, May & June, and by an unrestricted £10K Covid-19 government grant – allows us a **'buffer'** in terms of addressing our current challenges

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Our 2020 Objectives



Maintain the current levels of sales and margins	✓
Adjust the operating model to match current trading performance and availability of volunteers	✓
Finalise and apply for permanent planning permission	✓
Recruit additional committee members	✗
Consult Bretforton residents on the future for the Shop – a renewed mandate	Not formally undertaken, but response to shop during Covid lock down demonstrated community support
Finalise achievable longer-term plans in line with village wishes	Planned fund raising and new share offer to reflect long term vision

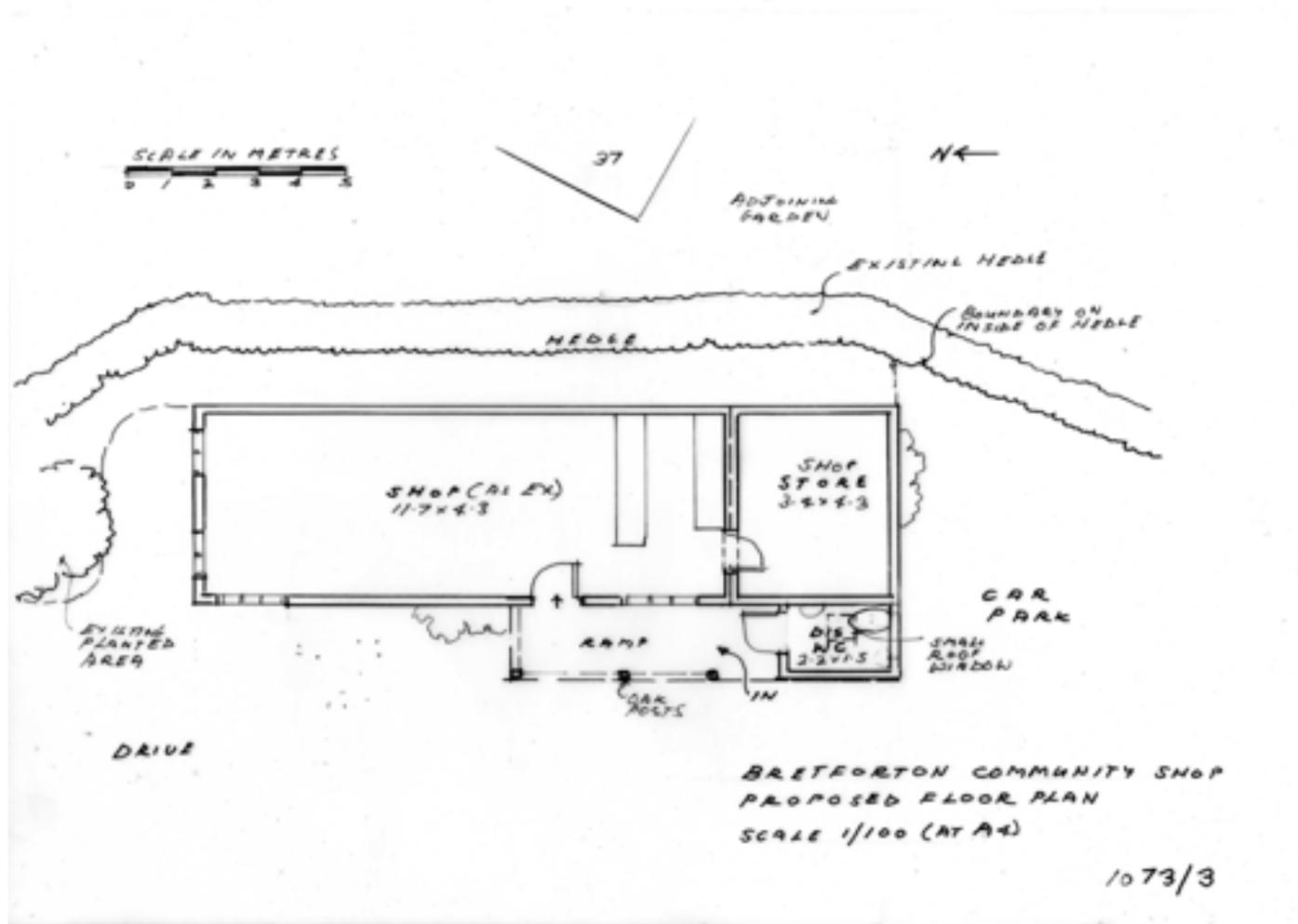


Our New management team

- New Manager Gill Maleary joined us in January 2020 and is supported by Tash Daly



Shop Development



Key Plans for 2021



Increase footfall	
Stabilise and grow sales	
Secure building regulation approval for storeroom extension and disabled toilet	
Develop detailed costings for the Shop and car park improvements	
Develop fund raising plan to deliver the new improved Shop.	

Any Other Business



Questions

Thank you for your support!



- ▶ Our Staff
- ▶ Our Members
- ▶ The Community Social Club
- ▶ The people of Bretforton

- ▶ And most of all:



Our Volunteers!