



Taste our great range of Xmas Products – and place your orders today!



Happy Second Birthday!



**Thank you for
your support!**

- ▶ Our Staff
- ▶ The Community Social Club
 - ▶ Our Members
 - ▶ The people of Bretforton
- ▶ And most of all:

Our Volunteers!





Bretforton Community Shop

Annual Members Meeting November 26th 2016



Agenda

- ▶ **Approval of Minutes of the Annual Members Meeting
2nd Feb 2016**
- ▶ Receive and approve the Accounts of the Society for year ending 31st July 2016
- ▶ Approve the appointment of auditors
- ▶ Membership update
- ▶ Review of the trading in the current financial year and plans for 2017
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- ▶ Any other Business



Minutes of Last AMM - 1

Bretforton Community Shop

Annual Members Meeting – Tuesday 2 February 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

1	<p>Apologies for absence</p> <p>Paul Lisney – Committee member</p> <p>Michael and Helen Chiddick</p>	
2	<p>Minutes of previous Annual Members Meeting</p> <p>Minutes of the previous meeting were approved</p>	
3	<p>Chair's report</p> <p>Operating Performance</p> <p>Management account highlights – first 12 months of trading:</p> <p>December 2014 – November 2015</p> <p>Total sales £170,000, 4% up on budget</p> <p>40,000 transactions</p> <p>Proms was the busiest day of the year; Christmas 68% up on previous year</p> <p>Highlights:</p> <p>Extended opening hours</p> <p>2 new part time assistant managers</p> <p>High speed digital kiosk installed</p> <p>Hosted visit from local MP at BT Broadband kiosk event</p> <p>Welcomed new volunteers</p> <p>Good press and media coverage</p> <p>Made improvements to the site with the garden and seating</p> <p>Young at Heart lunches</p> <p>Current Financial year to date (Aug – Dec 2015)</p> <p>Total sales £93,000, 3% up on budget</p>	

	<p>Surplus of £138</p> <p>Nov 2015-Jan 2016 (10 weeks) – 68% up year on prior year</p> <p>Development plans:</p> <ul style="list-style-type: none"> • To deliver a surplus, to go back into improving the shop and other community projects • Broaden the services and products we offer • Improve the café offer • Spread the word and involve more of the community – marketing • Volunteer recruitment and existing volunteer engagement • Fund raising and grants for capital expenditure – e.g. improve car park 	
4	<p>Secretary's report</p> <p>Membership update</p> <p>260 shareholders on register</p> <p>(256 founder members, 4 members from the membership share option)</p>	
5	<p>Treasurers Report</p> <p>Receive and approve the accounts for the financial year ending 31 July 2015 – approved.</p> <p>Income £103,291</p> <p>Cost of sales £80,819</p> <p>Admin expenses £40,792</p> <p>Operating loss £7260</p> <p>Loss for the financial year £6457</p> <p>Fixed assets £39050</p> <p>Stock £15,357</p> <p>Debtors £1000</p> <p>Cash in bank £13500</p> <p>Creditors £19,234</p> <p>Net assets £10,808</p> <p>Approve the appointment of auditors – David Cadwallader & Co Ltd (recommended by Plunkett) – was approved by the members present.</p>	
6	<p>Election of Committee</p> <p>A vote of thanks was proposed by the members for the Committee.</p>	

Minutes of Last AMM - 2



	<p>for all the work done so far, and their belief that it would happen. ¶</p> <p>¶</p> <p>In line with the rules of the Society, 4 members of the Committee stood down (Nigel Smith, James Raywood, Heather London, Paul Lisney), with 2 offering themselves for re-election (Heather London, Paul Lisney) along with 2 new candidates standing -- Margaret Dodds and Pat Watson. ¶</p> <p>¶</p> <p>The members present approved the election of the 4 members to the Committee. ¶</p> <p>¶</p> <p>Committee as elected -- ¶</p> <p>Chris Buckham (Chair) ¶</p> <p>Joanne Davenport (Secretary) ¶</p> <p>Heather London (Treasurer) ¶</p> <p>John Cleveland (Vice Chair) ¶</p> <p>Paul Lisney ¶</p> <p>Bob Bullock ¶</p> <p>Kate Buckham ¶</p> <p>David Miskin ¶</p> <p>Kim Carter ¶</p> <p>Reg Pincher ¶</p> <p>Margaret Dodds ¶</p> <p>Pat Watson ¶</p> <p>¶</p>	
AOB¶	<p>39 attendees including the members of the Committee and Shop Managers ¶</p> <p>¶</p> <p>Issues raised -- ¶</p> <p>Post Office -- has any more thought been given to having this facility in the shop? ¶</p> <p>Could we have a letter box by the shop, or be a Post Point? ¶</p> <p>Could the Post Office Van come to the shop twice a week and the Sports Club once, instead of the other way round? ¶</p> <p>Could we sell lottery tickets? -- based on your turnover and other outlets in your area, unlikely to get approved at the moment ¶</p> <p>Is there a plan to recruit more volunteers? -- flyers out to village; dates set for social evenings for next year; calling people to ask if they'd like to volunteer; stress that we do need volunteers even though we have 3 paid staff; make sure the tasks asked of people aren't overwhelming ¶</p> <p>Any plans to improve the toilet facilities? ¶</p> <p>Car park surface? Could we address the pot holes quickly? ¶</p> <p>New Homes Bonus may be available for community projects next year ¶</p> <p>Add map to flyers about the shop to show location ¶</p>	¶



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- ▶ Any other Business

Annual Accounts 2015/16 Summary



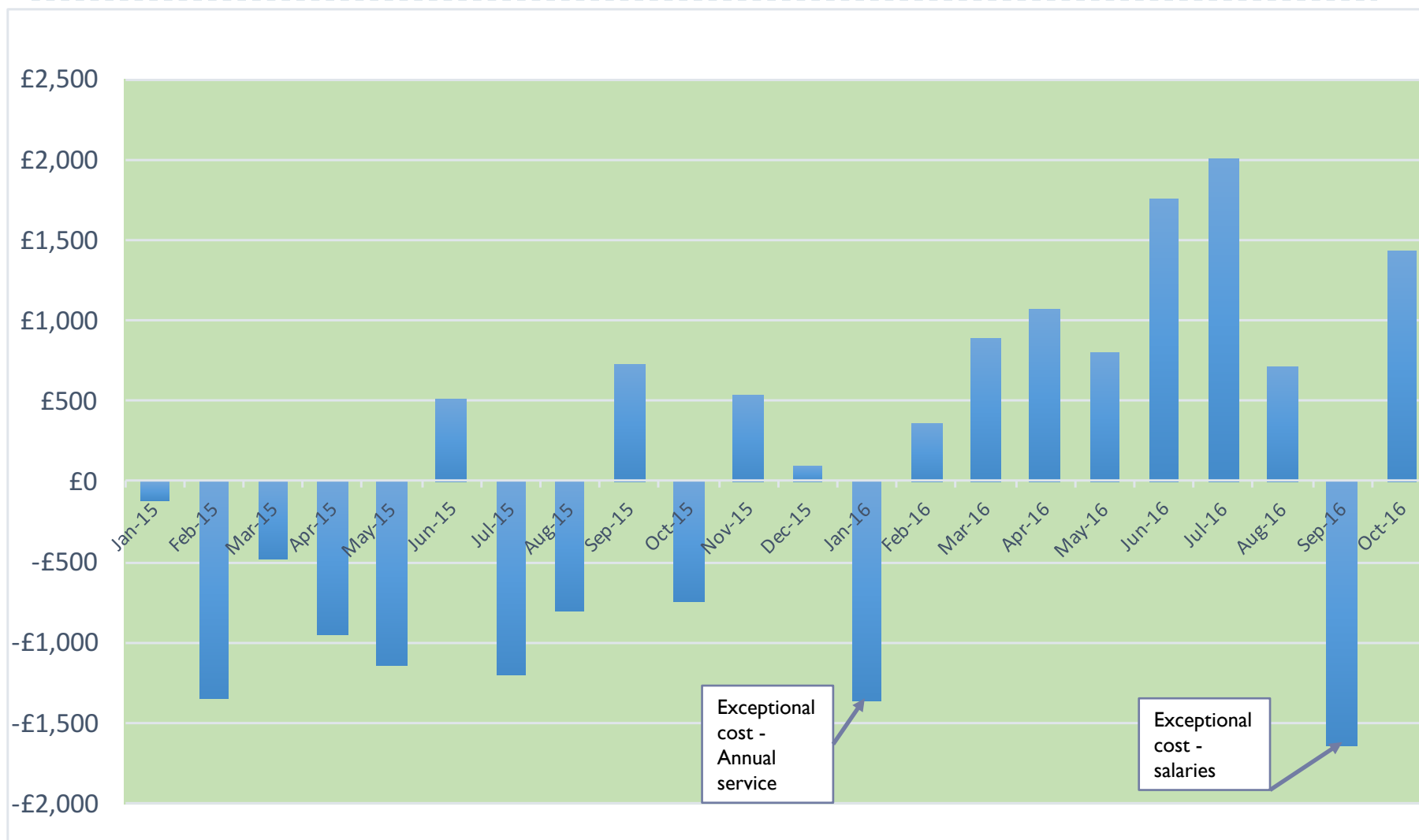
	Note	2016 £	2015 £
REVENUE		209,789	103,291
Cost of sales		<u>168,270</u>	<u>80,819</u>
GROSS PROFIT		41,519	22,472
Administrative expenses		48,246	40,792
Other operating income	2	<u>(2,271)</u>	<u>(11,060)</u>
OPERATING LOSS	3	(4,456)	(7,260)
Interest payable and similar charges		–	144
LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>(4,456)</u>	<u>(7,404)</u>
Tax on loss on ordinary activities		–	(947)
LOSS FOR THE FINANCIAL YEAR		<u>(4,456)</u>	<u>(6,457)</u>

Annual Accounts 2015/16 Summary

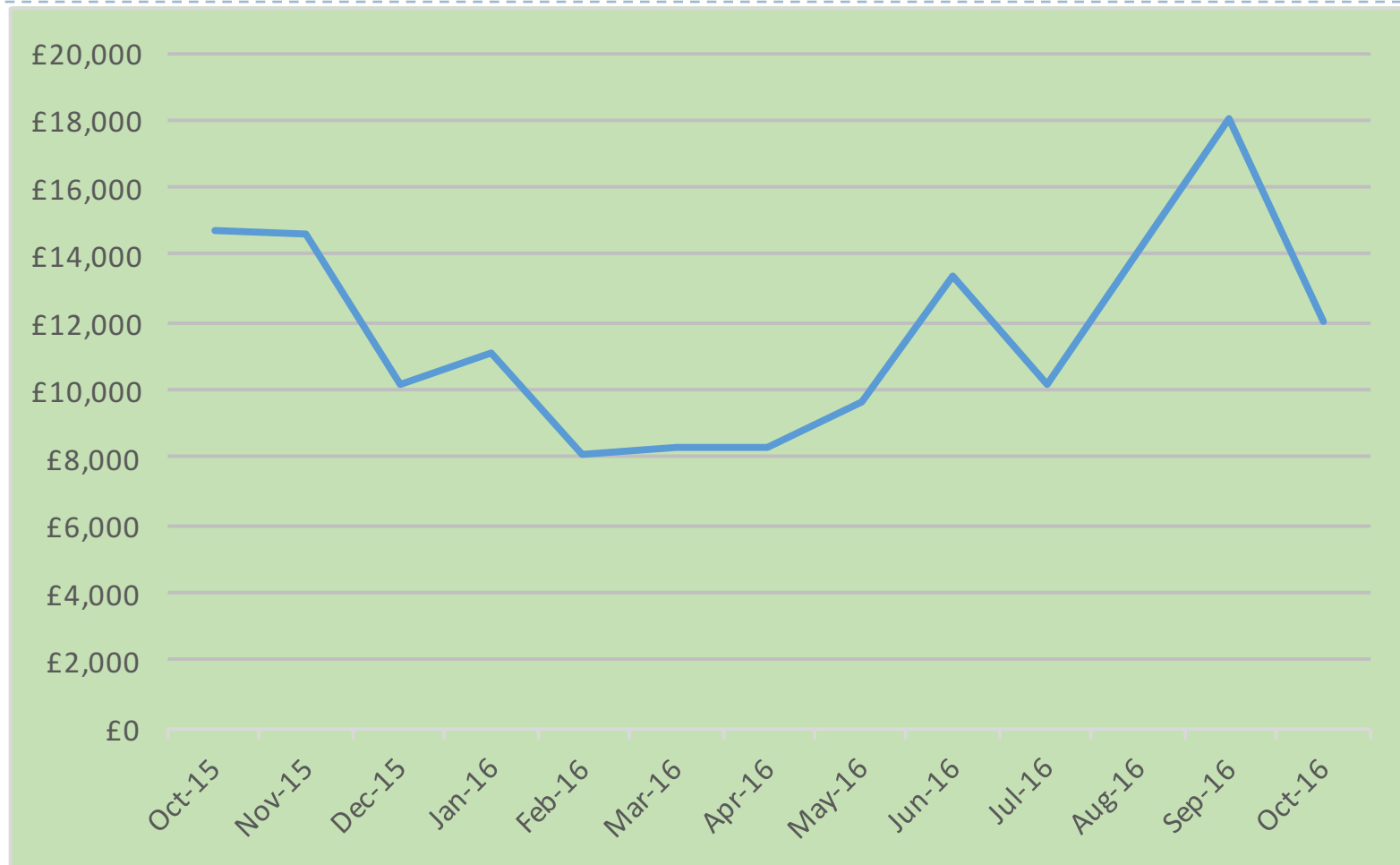


- ▶ Depreciation of £4,000, which means a trading profit of **£500**
- ▶ Sales increased from £103K in 2014/15 (for a 36 week period) to £209K in 2015/16
- ▶ Average weekly sales increased by 40%
- ▶ Cash balance growing slowly, but more fund-raising required to develop business

Annual Accounts 2015/16 – Trading Profit by Month



Annual Accounts 2015/16 – Cash Balance by Month



Cash balance each month if we were to pay off all outstanding invoices would be £3k - £4k





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Membership Update



Founder Members:

- 256

Membership at last AMM:

- 260

New Members added in the last 12 months:

- 17

Total Membership:

- 277

As part of our 2017 plans we aim to actively recruit new members



BRETFORTON COMMUNITY SHOP

MEMBERSHIP APPLICATION FORM

Make sure you have your say in how our Shop is run. Become a member of Bretforton Community Shop by simply completing the application form below to buy a £10 share in our community benefit society.

A copy 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' offers and activities that the shop may organise from time to time.

As a community organisation run by volunteers we currently rely on the community for much of our funding. If you are in a position to add a donation to your membership we would be most grateful.

Date: _____

Your Full Name: _____

Address (including postcode): _____

Home Phone No: _____

Mobile No: _____

Email Address: _____

I hereby apply for a membership share in Bretforton Community Shop Ltd. Signature: _____

Membership Share £10

I wish to make a donation of (please tick amount) £10 £20 £50 £100 Other

Total Payable: £ _____

I will pay in the shop

I enclose a cheque to the value indicated above made payable to Bretforton Community Shop Ltd

I will pay by electronic transfer

(Make Payment to: Bretforton Community Shop Ltd, Sort Code: 403021, Account No: 71602964, Use reference 'CS' your name")

We will aim to issue membership share certificates 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. No offer will be refused and every experience will be valued. It's your shop so you are what will make it stronger and better.

Let us know how you can help:

Serving Customers Sorting newspapers Helping with deliveries and stock management

Other – please add: _____

To find out more, email Joanne Davenport on jdavon@gmail.com or call her on 07500 407414 or talk to our manager at the shop - telephone: 01386 833616 email: manager@bretshop.org

Bretforton Community Shop Ltd - A Registered Society for the Benefit of the Community
Registered in England No: 32135R, 35 New St, Bretforton, Evesham, WR11 7HY. Tel: 01386 833616
Email: info@bretshop.org www.bretshop.org



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Trading Review

- ▶ Sales growth – average weekly sales 40% higher than in our first year – but growth now slowing
- ▶ Ave weekly transactions increased from 750 to over 1000
- ▶ Peak trading through June, July & August
- ▶ The week of Bretfest by far our busiest week
- ▶ Selling margin stabilised (consistently 23%-24%)
- ▶ Change in management structure and personnel
- ▶ Growth of 'Young at Heart' Lunches
- ▶ Small changes to the environment; car park resurfacing, noticeboard – *Thank you to the Community Club*



Our Volunteers

- ▶ Amazing support (particularly since Amber's departure). 16 volunteers will have worked over 100 hours in the shop by the end of 2016
- ▶ Significant influx of new volunteers

The "100" Club

100 hours of volunteering "in shop"

Tim Mills

Margaret Dodds

Heather London

Liz Kerr

John Cleveland

Pat Cleveland

Megan Barry

Catherine Smith

Helen Chiddick

Margaret Workman

Helen Davis

Paulette Moore

Dave Wells

Belinda Iliff-Wells

Janet Burdett

Margaret Feeney

Not forgetting the many volunteers who contribute behind the scenes and of course the members of your committee!

Recognition of our Achievements



REGIONAL FINALIST 2016

MIDLANDS






Plans for 2017

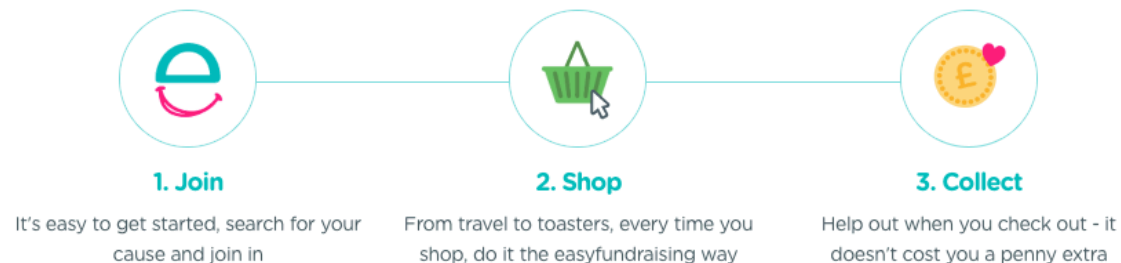
- ▶ **Key Objectives**
 - ▶ Manage the business to achieve sales and profit targets
 - ▶ Increase the marketing and promotion of the Shop
 - ▶ Encourage volunteering and support from the Community
- ▶ **Strategic Initiatives for Sustainability**
 - ▶ Increase the number of members
 - ▶ Develop the Café capability of the Shop – to encourage social engagement – and to improve margins
 - ▶ Renew planning permission and extend lease with Community Club
 - ▶ Fund raising to increase working capital to:
 - ▶ Invest in new equipment, such as a second till, improved catering facilities and car park lighting.
 - ▶ Provide contingency for unforeseen events such as equipment failure.



2017 Fund Raising Initiatives

- ▶ Continue to run fund raising events such as the 70s Evening and the Cheltenham Racing Preview
- ▶ Setting up a fund raising page on: **JustGiving™**
- ▶ Registering the Shop on:  easyfundraising
feel good shopping

Collect free donations every time you shop the easyfundraising way



- ▶ Seek out grant funding for specific requirements

The Future – Finding permanent home for the Shop

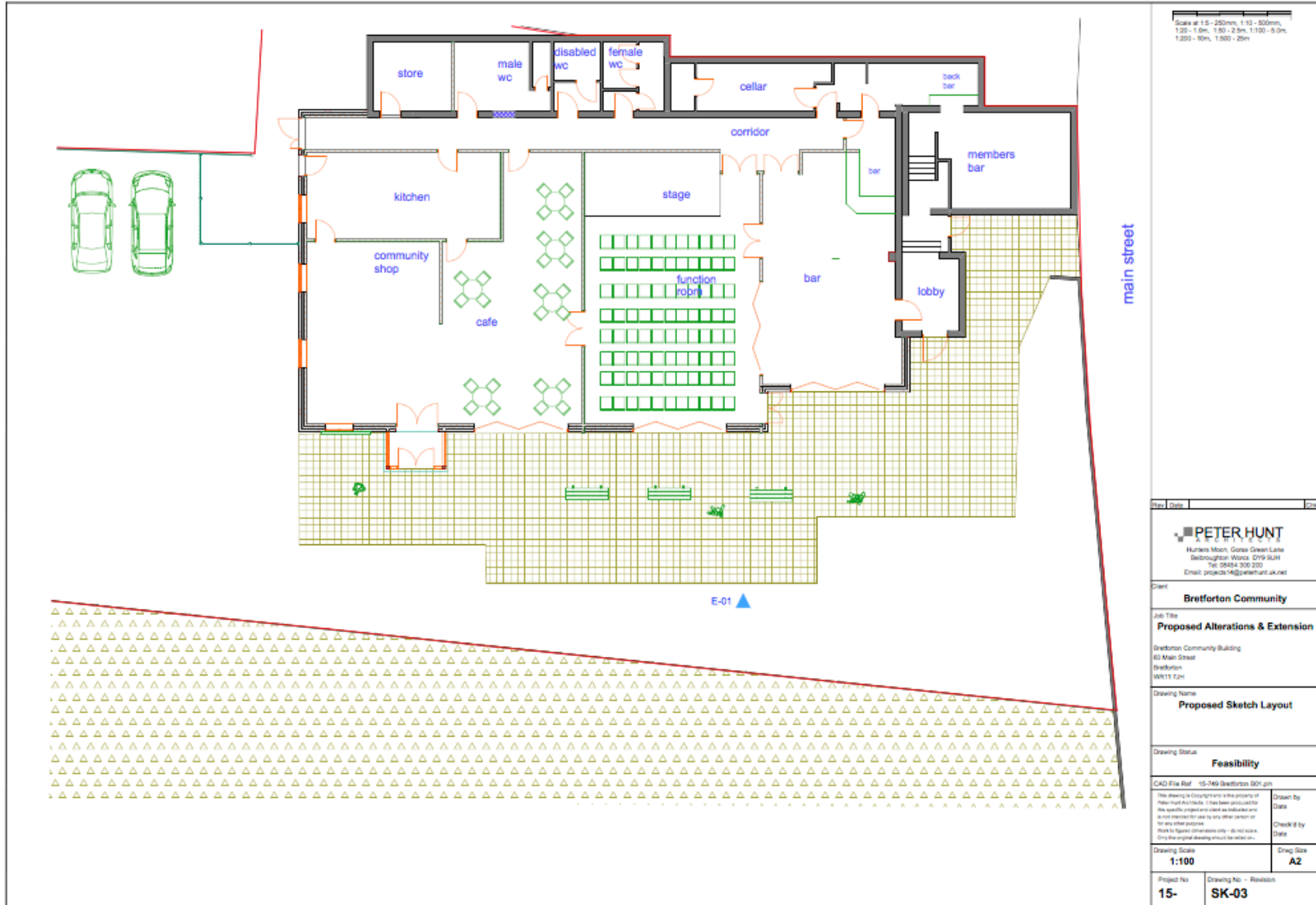


- ▶ Joint investigating group has been set up between Club and Shop to consider options
 - ▶ Worked with an architect and Wychavon planners to understand what options might be available on the current site.
 - ▶ Taken advice from grant funders on what funding, if any, might be available and, if so on what terms.
 - ▶ Any proposals would have to be approved by the members of the Community Club and the Members of the Community Shop.

The "Vision" of a shared building



The "Vision" of a shared building



Rev	Date	Dis
 Hunsley Moor, Goswami Green Lane Belperford, Worce. DY9 6JH Tel: 05424 300 200 Email: projects@peterhunt.co.uk		
Client: Bretforton Community		
Job Title: Proposed Alterations & Extension		
Bretforton Community Building 63 Main Street Bretforton WR11 7JH		
Drawing Name: Proposed Sketch Layout		
Drawing Status: Feasibility		
CAD File Ref: 15-146 (Bretforton SK-03)		
<small>This drawing is Copyright and is the property of Peter Hunt Architects. It has been produced for the specific project and shall not be used or reproduced in any other project. Work to specific dimensions only - do not scale. Only the original drawing should be relied on.</small>		
Drawing Scale: 1:100	Drawn by: [Blank]	Drawn Date: [Blank]
Project No: 15-	Drawing No: - Realisation	Drawn Date: [Blank]
	SK-03	Drawn Date: [Blank]



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Election of Committee Members

2015-2016 COMMITTEE

Chris Buckham

John Cleveland

Heather London

Joanne Davenport

Kate Buckham

Reg Pincher

Bob Bullock

David Miskin

Margaret Dodds

Kim Carter

Pat Watson

Paul Lisney

STANDING DOWN

Reg Pincher

Joanne Davenport

Bob Bullock

STANDING DOWN & RE- STANDING

Kate Buckham

STANDING for 2016-2017

Chris Buckham

John Cleveland

Heather London

David Miskin

Kate Buckham

Kim Carter

Pat Watson

Paul Lisney

Margaret Dodds



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