



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



*Strawberry & Champagne
Preserve*

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 4th 2017



Agenda

- ▶ **Approval of Minutes of the Annual Members Meeting
26th November 2016**
- ▶ Receive and approve the Accounts of the Society for year ending 31st July 2017
- ▶ Approve the appointment of auditors
- ▶ Membership update
- ▶ Review of the trading in the current financial year and plans for 2018
- ▶ Election of Committee Members
- ▶ Any other Business



Minutes of Last AMM - 1

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>
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Minutes of Last AMM - 2

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)

Development plans:

Guiding Principles

- Manage the business to achieve sales and profit targets
- Increase the marketing and promotion of the shop
- Encourage volunteering and support from the Community

Initiatives

- 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>	

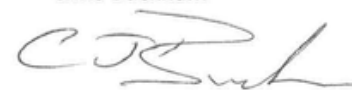


Minutes of Last AMM - 3

	<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>	
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Chairman
Chris Buckham



5/12/2016

Secretary
Joanne Davenport



2/12/2016



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Annual Accounts 2016/17 Summary



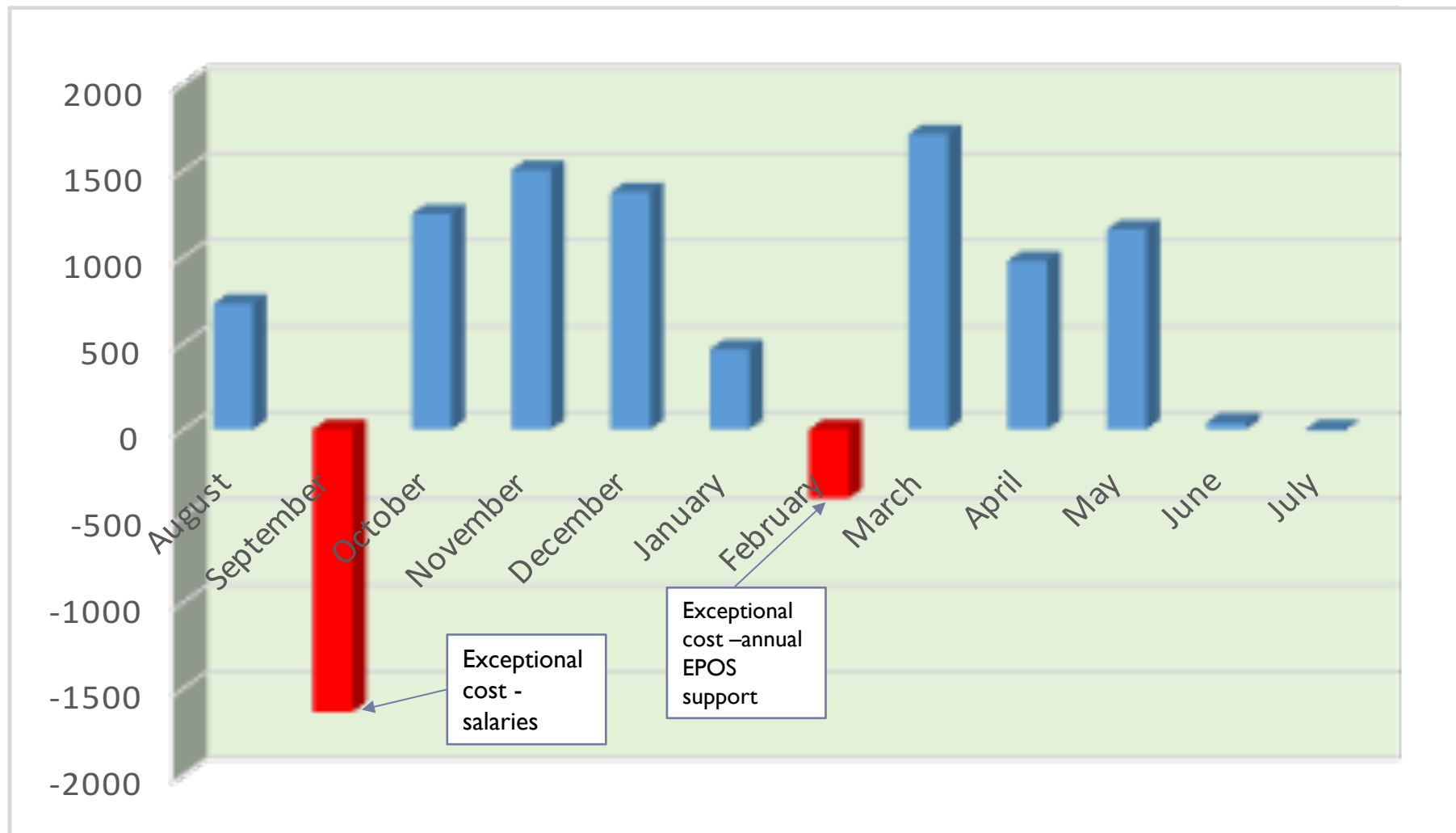
	Note	2017 £	2016 £
REVENUE		209,893	209,789
Cost of sales		<u>165,010</u>	<u>168,270</u>
GROSS PROFIT		44,883	41,519
Administrative expenses		46,959	48,045
Other operating income	2	<u>(4,204)</u>	<u>(2,271)</u>
OPERATING PROFIT/(LOSS)	3	2,128	(4,255)
Interest receivable		10	–
Interest payable and similar charges		(216)	(201)
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>1,922</u>	<u>(4,456)</u>
Tax on profit/(loss) on ordinary activities		19	–
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		<u><u>1,903</u></u>	<u><u>(4,456)</u></u>

Annual Accounts 2016/17 Summary

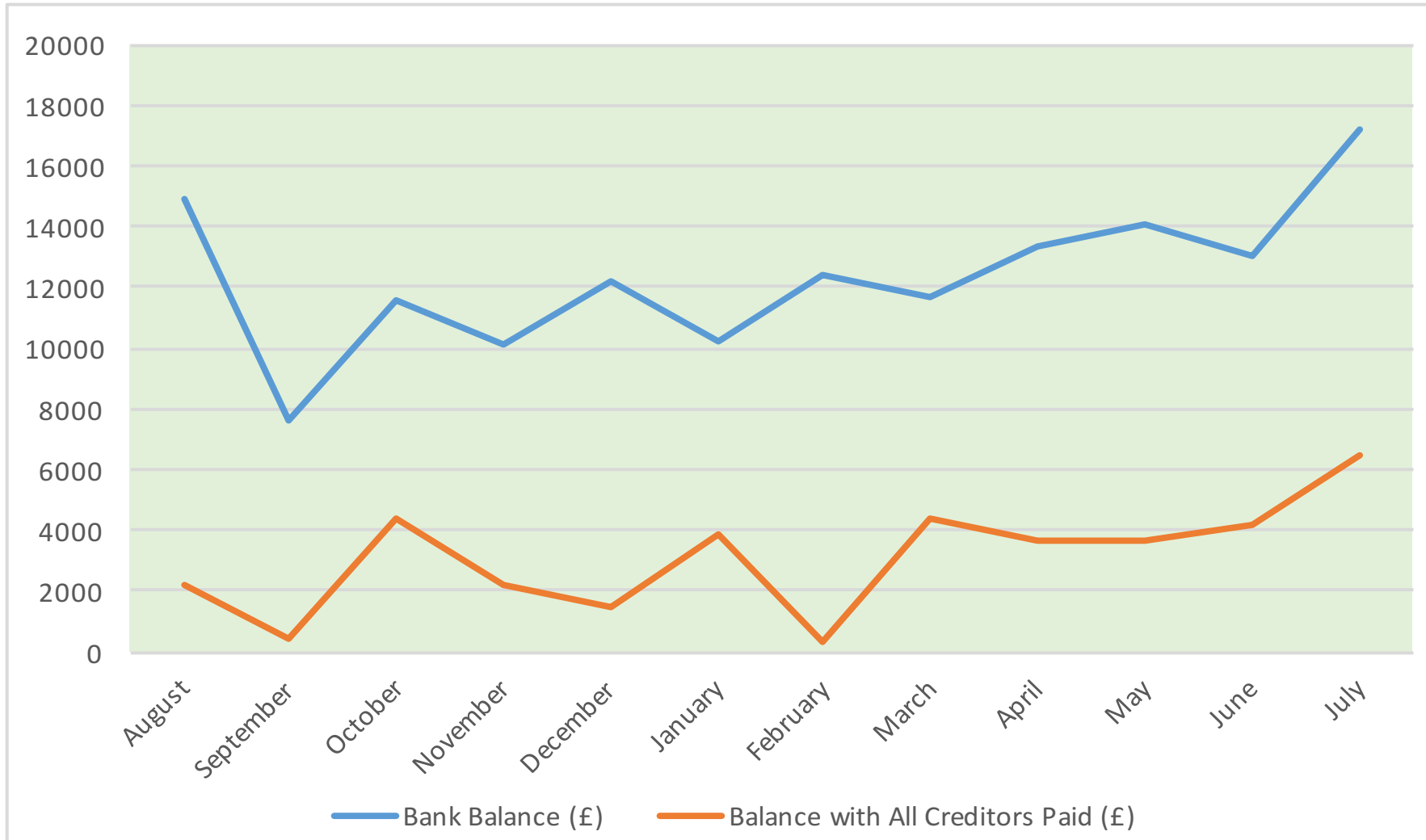


- ▶ Trading profit (i.e. not accounting for Depreciation) increased from **£650** to **£7,000**
- ▶ Sales **level** on 2015/16 at £209K
- ▶ Trading pattern broadly in line with 2015/16.
Peak **Christmas** week in 2016 was **+30%** on 2015...
...but peak for **Bret Fest & Proms** in 2017 was **-12%** 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.

Annual Accounts 2016/17 – Trading Profit by Month



Annual Accounts 2016/17 – Cash Balance by Month





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Membership Update

Founder Members:

- 256

Membership at last AMM:

- 277

New Members added in the last 12 months:

- 5

Total Membership:

- 282

As part of our 2018 plans we will re-commit 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 – sales stabilised, so that we finished 2016/17 level on the year
- ▶ Number of transactions and average basket spend broadly in line with 2015/16
- ▶ Peak trading through June & July. January & February quietest months
- ▶ The week of Bretfest our busiest week, with Christmas Week closely behind
- ▶ Gross buying margin improved
- ▶ ‘Stock loss’ improved
- ▶ Change in management structure and personnel



Our Volunteers

- ▶ Amazing support!
- ▶ Continued influx of new volunteers
- ▶ The “Super 16” - Volunteers who have delivered over 100 hours in the Shop

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!



Community Support

▶ The Young at Heart Programme



- ▶ Wherever possible we use fresh produce and ingredients from the Shop to create some wonderful dishes.
- ▶ The Hilda Farr Trust funded new equipment for the Club kitchen to make these lunches possible.

Community Support



► At the Heart of Village Life



JUL 16 **BretFest - Festival Concert**
Sun 19:30 · St Leonard's Church, Bretforton
Nigel has visited this place ★ Interested

Community Support



▶ Community Business Weekend



Evesham Observer
Village shop to showcase local produce to celebrate Community Business Weekend



Bretforton Community Shop volunteers join Chris Buckham (Chairman) and Kim Carter (Manager) at the shop. Photo by Marcus Mingins 4017016MMR





Plans for 2018

▶ 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
- ▶ Increase membership
- ▶ ***Plan for the long term future of the Shop...***



Planning for the future

- ▶ Planning permission for current shop until 2020
- ▶ Joint investigating group between Club and Shop to consider options:
 - ▶ We have the option of applying for permanent planning permission, and if granted, making any mandated changes to the building and it's surroundings.
 - ▶ At the same time, we are in early stage discussions as to the possibility of a new building to incorporate the Club, Shop and 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

Planning for the future



Planning consent to 2020



An artists impression of the planned Bledington Community Shop – a potential option for Bretforton?



An architect's drawing, commissioned by the Community Club and the Shop of how a new building on the site to house the Shop and Club could look like.



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Election of Committee Members

2016-2017 COMMITTEE
Chris Buckham
John Cleveland
Heather London
Paul Lisney*
Kate Buckham
Pat Watson
Kim Carter
David Miskin
Margaret Dodds
Mike Cook
Leeann Bibby

STANDING DOWN
Margaret Dodd

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

STANDING for 2016-2017
Chris Buckham
John Cleveland
Heather London
David Miskin
Kate Buckham
Kim Carter
Pat Watson
Mike Cook
Leeann Bibby

*resigned mid year



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