

Bretforton Community Shop

Annual Members Meeting – Saturday 3 November 2018, 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

Agenda

Apologies

Approve Minutes 2017

Approve accounts 2018

Approve audit arrangements

Membership Update

Approve Financial year end date

Election of committee

Review Trading Plans for 2019

1	Apologies for absence John Cleveland, Pauletta Moore, Kate Buckham, Nigel London, Alex Miskin, Rob & Helen Davis, Pat Watson.	
2	Minutes of previous Annual Members Meeting Proposed – Phil Moxon, Seconded – Tim Mills Approved by the members present	
3	Chair's report Trading review: <ul style="list-style-type: none">• Trading to the end of July 2018 was profitable and in line with budget• Basket spend in line with 2016/17• Peak trading during 'snow' weeks in Jan & March, helped by strong Christmas.• Since July there has been an unexpected decline in sales of more than 10%.• Bank reserves have increased• 'Stock loss' very much improved Key Objectives <ul style="list-style-type: none">• Focus on marketing & promotion• Focus on recruiting new volunteers and growing the membership• Focus on targeted fundraising	

	<ul style="list-style-type: none"> Working with small teams of volunteers to improve: <ol style="list-style-type: none"> The overall shop environment The product ranges New ways of working <p>Our volunteers</p> <ul style="list-style-type: none"> Fabulous support from all- including many volunteers who contribute behind the scenes as well as the committee members 100/200 + Club – Volunteers who have delivered over 100 + (13) or 200 + (6) - hours in the Shop Special mention of Reg Pincher-1934-2018 (Founder member)- who recently passed away, for all his support, including paying for air conditioning unit in shop. 	
4	<p>Secretary's report</p> <p>Membership update</p> <ul style="list-style-type: none"> Founder Members: 256 Membership at last AMM: 281 New Members added in the last 12 months: 5 Total Membership: 286 <p>Our 2019 plans - re-commit to actively recruit new members</p>	
5	<p>Treasurer's Report</p> <p>Receive and approve the accounts for the financial year ending 31st July 2018 Proposed – Linda Hall, Seconded – Geoff Collins Accounts approved by the members present.</p> <p>Revenue £212,419 Cost of sales £165,114 Gross profit £48,318 Admin expenses £46,959 Other operating income (£1,531) Operating Profit/(Loss) £518 Interest receivable - Interest payable & similar charges - Profit/(Loss) on Ordinary Activities before Taxation £518 Tax on Profit/(Loss) £969 Profit/(Loss) for the Financial Year (£451)</p> <p>Summary 2017/18</p> <ul style="list-style-type: none"> Trading profit (i.e. before tax & depreciation) decreased slightly from £7,000 to £6,378 Sales 1.5% above 2016/17 at £212K Our two biggest weeks were 'snow' weeks, traded the key Christmas period 6% ahead of 2016, but peak for Bretfest & Proms in 2018 was 13% on last year 	

	<ul style="list-style-type: none"> • Cash balance continues to grow - we have around £9K as a nominal reserve if we were to pay all creditors instantly (this figure has doubled in last 12 months) <p>Approve the audit arrangements – To continue to receive an annual independent Accountants Report and re-appoint David Cadwallader & Co Ltd (recommended by Plunkett) – Proposed – David Wells, Seconded – Margaret Dodds Approved by the members present.</p> <p>Approve – to change date of Financial year end to 31 March Propose – Geoff Collins, Seconded – Kim Carter</p>	
6	<p>Election of Committee In line with the rules of the Society, no-one is due to stand down this year.</p> <p>Leeann Bibby resigned</p> <p>The members present approved the election of the Committee. Committee as elected – Chris Buckham Heather London John Cleveland Kate Buckham David Miskin Kim Carter Mike Cook Lynette Williams (Secretary)</p> <p>Propose – Linda Hall, Seconded – Phil Moxon</p>	
AOB	<p>29 attendees including the members of the Committee. Issues raised:</p> <ul style="list-style-type: none"> • Form a sub-group to focus on marketing eg. Wine club etc • Sub-group – to recruit new volunteers • Spruce up shop building- inside and out • Help needed with building plans • Help needed to develop product range • Assistance with wholesale collection • Need to replace two of our three shop managers asap <p>Shop Plans by end 2020</p> <ul style="list-style-type: none"> • Outline shop plans with new storeroom 	

Chairman
Chris Buckham



Secretary
Lynette Williams

