

East Budleigh Community Shop

Minutes of the Annual General Meeting on Tuesday 18th February 2020 at 19.00

1. Chair's Welcome - Approval of Minutes and Annual Report for year ending September 2019.

Present:

Committee: Paul Smith (Chair), Judith Venning, David Conner (Treasurer), John Tresidder, Charles Abram, Andrew Canning, Lesley Wensley

Managers: Mel Ferrers, Anne Davies

There were 29 members present including the committee, thus the meeting was quorate.

Apologies for absence: None.

Approval of Minutes of last AGM: Approved unanimously by a show of hands.

Annual Report:

Paul Smith delivered the 11th AGM Annual Report. With thanks to the managers Mel Anne and Liz, the shop, with a good range of products, had delivered a good service to the community. Profits were up, as was footfall and turnover. The shop made more money but stayed just above the breakeven point.

Paul went on to introduce all of the committee members and their respective roles to the attendees.

Andrew Canning – Volunteers support and events.

Charles Abram – Publicity and responsible with David White for the East Budleigh calendar - selling 300 calendars this year.

Judith Venning – IT support and responsible for paying suppliers.

David Conner – New Treasurer, just completed first year of accounts.

Lesley Wensley – Responsible for Minutes etc..

John Tresidder – Company Secretary – dealing with all legal aspects related to the running of the shop.

Also mentioned:

Alan Rainford for his hard work as the buyer of a fantastic range of wines.

Ian Blackmore for taking over as Licensee

2. Adoption of Annual Accounts & Balance Sheet:

David Conner produced the Annual Report. Full details can be found on the Web Site.

Income Statement –

Shows turnover up 9% - due to increased footfall and slightly increased prices.

Gross profit last year 19.6%

Gross profit this year 19.9%

Profit up from £2,300 last year to £8,787 this year.

DC expressed the importance of the shop breaking even, that we cover our costs and have a reasonable reserve.

Balance Sheet –

Liabilities are quite small

Assets mainly comprising:

Stocks £11,000

Cash in Bank £22,756

This shows a Good Reserve for any capital expenditure.

Romy Taunton queried the Card Charges.

DC responded that there was an increase in Card Use, and in turnover.

Mel informed us that she had changed the supplier last year to reduce the costs.

She went on to say that it was better to use a debit card rather than a credit card, and that contactless was even better.

PS said that it was an unavoidable cost, amounting to just over 1% of our turnover.

Every time customers use their cards it costs the shop 2%.

DC went on to say that cash usage would diminish considerably in the foreseeable future.

Tony Venning added that trends in card usage had changed considerably over the last few years.

Mel went on to say that there were additional costs in using cards – the cost of the machine itself, the monthly charge for its use and maintenance.

Approval of Accounts: Proposer Paul Smith
 Secunder Andrew Canning
 Approved unanimously by show of hands.

Appointment of Auditor:

DC recommended the ongoing use of Cadwallader and Sons as auditor as their service had been good.

Proposer Paul Smith
Secunder Andrew Canning
Approved unanimously by show of hands.

Annual Subscriptions:

PS explained that an annual subscription is charged periodically to ensure we have a current membership list. As this was refreshed last year there was no need to repeat the list this year.

Recommended that the Annual Subscription be fixed at nil this year.

Proposer: Paul Smith
Secunder: John Tresidder

Disposal of Surplus:

Since we have a surplus greater than we need, Paul Smith informed the members that this would be kept back this year and be put towards any developments which would be taking place in the village hall, in conjunction with the shop. Improvements to waste storage facilities would be considered, as well as the provision of an outdoor facility for villagers to use.

Anthony House informed the meeting that lottery funding had been obtained for village hall developments, but no formal meeting as to the details of how the money was to be spent has yet taken place. The views of the public would be sought in this area.

3. Election of Management Committee

No new nominations had been received from the public.

Recommended that existing members be re-elected.

Proposer: Brian Martin

Secunder: Ian Blackmore

Approved unanimously by a show of hands.

Retirement of Nick Ward.

Nick Ward was stepping down in his role as Shop Allotment Keeper.

He was presented with a tree in appreciation of all of the hard work undertaken by him.

Various members expressed the great benefits of the home grown produce to the shop and its popularity. The allotment comprised 6 separate sections. As the lease would expire in September, he recommended that 1 person take over the lease, and that consideration might be given to different people taking on separate sections of the allotment to spread the workload.

4. Shop Manager's Report

Mel expressed her enormous thanks to Nick Ward and his team, reiterating the enormous benefits to the shop, and also to Anne, Liz and all of the volunteers.

There were currently 47 active volunteers, and new volunteers were always being sought.

Thanks was given to the committee, especially Paul Smith, John Tresidder and Judith Venning for her invaluable IT support.

Further appreciation was given to Alan Rainford for his supplies of wine, with sales in excess of £20,000 this year. Pricing of the wine was very popular with customers. Ian Blackmore is now the current licensee for the shop.

9 new volunteers had been welcomed to the shop this year, with sad farewells to Sue Blagdon and John Knivett. There were still participants in the Duke of Edinburgh Award scheme in the shop.

The shop remained open on Tuesday evening until 7:00pm (although not commercially viable) to provide extra support to the PIZZA Van.

Mel went on to say that they hoped to be providing some outdoor seating areas at the front of the shop for customers to use. This would be funded from a kind donation from Sue Marshall in memory of Brian Marshall.

Mel also stated that the shop was constantly trying to absorb any new price increases. Any comments for improvement from customers and volunteers were always welcome, together with positive publicity around the village advertising the benefits of the shop.

A total of £5,500 in loyalty cards was refunded in the last year, illustrating just how popular they had become. A vote of thanks was given to Mel and the other shop managers for all of their hard work.

Members Views

Fiona Ward queried as to whether it was easy to get volunteers and whether there was sufficient cover from permanent members of staff. Response from Mel was that there were always volunteers to hand, and that the additional hours covered by Liz Dearsley on the weekend was of great benefit.

Andrew Canning praised the volunteers who covered weekend hours.

Tony Venning praised the shop for the excellent service it provided, since we were not in any position to compete with the larger supermarkets on price. He went on to say that the Duke of Edinburgh Award

Scheme was providing excellent opportunities for young people, not only in working behind the counter, but also by assisting where necessary with their interaction with customers.

Andrew Canning thanked the shop for the opportunities given by the shop to Millwater School

Christine Hadley remarked on the new products sold in the shop that were not available elsewhere. Mel emphasized the importance of sourcing as many of the items from local suppliers.

Julie Smith reminded the committee of taster sessions that took place in previous years. It was suggested that these be reinitiated as they proved popular.

John Tresidder would be advertising new products in the magazine.

Closing Remarks

Paul Smith thanked all of the members for attending the meeting.

The meeting closed at 19:56