

Filkins Community Shop AGM

Minutes

The Carter Institute, Filkins – 8pm – 9.30pm – 18th January 2007

Chair – Trish Poole

Item
<p>Welcome and Introduction</p> <p>Trish Poole opened the meeting, welcomed the attendees and introduced all the committee members.</p> <p>Trish also thanked the Gentleman's Walking Club for circulating the invitations to the meeting.</p>

Chairman's report 05/06: Trish Poole

It is very pleasing to report the success of the Filkins Community Shop following its first full year of trading. I will outline some of the key approaches and events, and we will cover the financial trading performance in the treasurer's report.

Background

As many of you will know this project came about as a result of the Village Plan. This involved consultation with all residents in our community and outcome was discussed at a public meeting in January 2005.

A shop was the most sought after addition to the facilities we had in F&BP. Interestingly young people in our community were particularly interested in having a shop here.

As many may recall the previous shop had closed in the early 1990's, so the reintroduction of a shop was a significant challenge.

Next Steps

At this stage an interested group of residents took up the challenge and as member of the Parish Council who originally facilitated the set up of the Village plan committee and were keen to support the outcome of this research I agreed to lead the project.

The project team consisted of many of the current management committee and I would also like to acknowledge the support from Sue Long who helped at this stage to get things moving forward.

Research was undertaken to investigate the set up of a shop and how we might set up the legal structure to ensure that the project supported the needs of the village.

Support and Funding

We are very grateful for initial support that we achieved to set up this project and I would like to acknowledge those involved.

Parish Council –extensive support throughout project including bank rolling our monies in advance of receiving approved grants and ongoing support

Village Centre Trust, which was so generously set up by the Cripps family and without the use of these premises the shop, could not have succeeded.

Woollen Weavers donation, which enabled us to register our legal structure.

ORCC and Defra also provided capital grants for us to set up and improve the facilities that we trade from Cooperative futures and Virsa who helped us set up the legal structure

The Midcounties Co-operative for their advice and equipment donations and their ongoing support as a supplier with preferential terms.

Our Community

We have received huge support from this community and those in surrounding villages .Our customers and members have regularly shopped, made donations, volunteered time and offered encouragement. All of which has enabled this project to succeed and remain sustainable for the future.

Legal Structure/members

We are set up under the Industrial and Provident Societies 1965-2002. We are a type of co-operative with the following features

- Set up for the benefit of the community
- owned by our share members
- share members hold one share £10
- members elect Management Committee
- members involved trade /volunteer
- not for profit organisation

We currently have 140 members who have invested £10, and contribute to the success of this project, we also have 8 £10 loans from under 16 year olds which will be converted into shares on their 16th birthday.

Project Progress/Key Events

- Tuck shop set up August 2005
- Auction of promises raises £3702 in Nov 2005
- Full convenience shop opened 17th Dec 2005
- Volunteers
 - 25 currently volunteer
 - More volunteers required
- 140 members
 - Membership drive 2007
- Development of Product Range
 - Manor Farm Beef Broughton Poggs
 - Kelmscott Pork
 - Bibury Trout
 - Gilly's pickles/dressing Fernham

Treasurer's report: Mandy Scott

See attached.

Mandy expressed her thanks to Chris Bristow and to Lisa Porter who checked the accounts.

The Filkins shop made a turnover of just under £22,500 during the financial year 05/06 and generated a trading surplus of just under £1,000. When added to the share capital, donations and funds raised during 05/06, this provided the shop with reserves of a little under £11,000.

Chris Bristow praised Mandy Scott for her thorough work on the accounts.

Explanation of legal requirements re review / audit

Mandy Scott explained the legal position around professional audits. As a trading body making less than £100k sales per annum, the legal structure allows us to vote on dis-applying the requirement for a professional audit which would cost between £750 and £1000. The Treasurer's recommendation was that the requirement for a professional audit be dis-applied.

Richard Martin requested that the accounts be circulated before the next AGM in order for the members to have time to digest the numbers before the meeting. An informed decision could then be made on whether to dis-apply a professional audit.

Trish Poole agreed that copies of the accounts would be made available at least one week before the next AGM, in January 2008.

Resolution to take surplus to reserves

The members voted unanimously to take the surplus to reserves.

Chris Bristow recommended that the reserves be lodged in a high interest account to gain maximum growth.

Mandy Scott agreed to action this.

Resolution to dis-apply requirement for professional audit 05/06

The members voted unanimously to dis-apply the requirement for professional audit.

Resolution to dis-apply requirement for professional audit 06/07

The members voted to dis-apply the requirement for professional audit. There was one abstention.

Adoption of accounts

The members voted unanimously to adopt the 05/06 accounts.

Appointment of management committee 07

In accordance with the rules of the Industrial and Provident Benefit Society, the committee is required to stand down and then a new committee elected. Trish thanked John Hayes, who has decided to stand down from the committee at this time, for all his contribution to the first 18 months of the shop and especially his fund raising skills.

The members voted unanimously to re-appoint the committee as follows:

Chair: Trish Poole
Vice-chair: Helen Holden
Treasurer: Mandy Scott
Secretary: Sally Peach
Other officers: Hilary Ward
Ann Choyce

Future trading strategy: Mandy Scott

Mandy Scott presented a forecast of the draft accounts for 07 (attached) which shows a predicted deficit of approximately £1,500.

There are a number of ways that we can choose to deal with the budgeted deficit:

1. Accept that we will trade at a deficit and cover this from either reserves or from fund raising within the community.

It should be noted that we currently have share capital and reserves of £10,841 - money which we cannot distribute other than to other community projects within the village with similar retail objectives. Whilst we need some of the reserves to fund working capital, we could certainly afford to trade at this level of deficit for several years going forward.

The idea of raising some funds from the community each year is attractive in that it fosters a feeling of ownership and participation, and does give an opportunity for some who might not be able to show their

support by either volunteering or shopping to contribute in other ways.

Ian Grey raised the issue of putting too much pressure on the local community to contribute to fund raising as this option was pursued by other groups too.

2. Decide that we must trade at break even. This can be done by reducing overheads, increasing margins, increasing volumes or a combination of all three.

The only overhead that can realistically be reduced is the wages bill, which would mean making a greater demand on our pool of volunteers.

Margins can be increased, although we have always striven (very successfully) to keep our prices at a very reasonable level. In order to cover the deficit, our margin would need to increase to 25%, an additional 5% on prices.

Turnover can be increased by extending our range and our opening hours. In order to cover the deficit we need to increase our average weekly takings by 25% to £700 per week.

In reality we will continue to strive to expand our product ranges in order to increase turnover.

We recommend that we decide to trade at a small deficit, and that we seek to raise funds to cover any shortfall from within the community. This decision should be reconsidered by the membership should the share capital and retained reserves balance fall below £5,000. The committee should of course take every initiative to increase turnover.

Richard Martin added that the deficit should be kept under control as it would rise if not carefully looked after.

Chris Bristow added that if the surplus is moved to a high interest account, at 5% interest, at least ¼ of this deficit will be covered in interest.

Mike Clark made the observation that the Shop Committee have always looked after the income and expenditure well up until now, and that there would be no reason to assume that this would not be the case going forward.

Ian Grey asked the Committee to consider longer opening hours in the summer.
Trish Poole agreed to look at this subject to being able to get volunteer cover.

The meeting agreed to progress with the recommendation to run fund-raising, subject to Ian Grey's comments, to cover the deficit.

The members voted unanimously to accept the resolution for the future trading strategy.

AOB

Liz Johnson offered a vote of thanks to Trish Poole for all her commitment and dedication to making the shop a success.

Trish Poole accepted the thanks gratefully and also passed on her thanks to the Management Team.

Sally Peach, Secretary, Jan 07