**Winford Community Shop Ltd**

**Annual Members’ Meeting**

**Thursday 3rd December 2020 by Zoom at 7.30pm**

Present: Phil Febrey, Liz Weaver, Jane Thompson, Denise Poole, Dick Whittington, Carol House, Yvonne Chapman, Bridget Smith , Simone and Celia Martin, Glenis Shiner, Mary Douglas-Jones

**Agenda**

Phil welcomed everybody and Carol read the apologies

1. **Apologies**

Rosemary Mawditt

Bev O’Connor

Bernard Yeo

Rosemary Holdman

Jane Spanner

Maureen Voisey

Jean Pearce

Vanessa Knight

Jan Longden

1. **Chairman’s Report by Phil Febrey**

“The last twelve months have not been without some challenges that have impacted on the shop as well as us all individually and the rest of the world.

Having not heard of Covid 19 a year ago, it has had a significant impact on us all. The business was settling down after taking on the Post Office and our volunteers were becoming more familiar with all the things that needed to be done each day. Then the world changed and most of the volunteers needed to withdraw. At that point we were fearful as to how we might continue keeping the shop operational. But, this was when a lot of new volunteers stepped forward in a time of national emergency, which kept us open.

Even more volunteers were needed for a period to manage the flow of customers, social distancing and compliance in the new world.

It was encouraging to see the village rallying together to provide support for the whole community with the shop becoming the hub of the village with all other facilities closed. The shop was able to provide deliveries for those isolating. Although some stock was difficult to source we were able to provide a veg box service, which saw some 60 boxes provided at the peak. As a lot of villagers thought twice about using larger shops we saw turnover increase by around 60% during the lockdown period.

Although sales have now fallen off since it is still up on pre Covid. This suggests that more local people have realised how important the facility is and continue to shop with us. We continue to expand the product range and try to satisfy customer requests.

Following the increased sales and profitability it was decided that we could afford to take on two additional staff on a part time basis. This will help relieve some of the pressures on the committee and provide additional continuity with managing the shop. Both Elaine and Dawn have settled in well and are now Post Office trained which allows the Post Office to be open on a Saturday. Dawn Brabham continues to be the daily friendly face in the shop.

I would like to thank all those that have served on the committee over the past year and for all your contributions that often go unnoticed. Also for those volunteers that do extra things behind the scenes, which are much appreciated.

Sadly it is with deep regret that we lost Pavla who had become a key member of the committee and the regular face behind the counter on a Saturday. Her enthusiasm and cheery personality will be sorely missed.

We now find that we are in a strong position financially. We have a more diverse group of volunteers across a wide age range, which should put us in a strong

 position when a lot of the original volunteers feel confident to return next year.

Can I finally thank everyone involved for helping to make the business such a success and a core part of the community.”

1. **Treasurer’s Report by Liz Weaver**

“You will have had the opportunity to look at the unaudited financial statements for the 17 months covering the period from 24 October 2018 to 31 March 2020, prepared by our Accountants. The Closing balance on 31 March 2020 was £12,132 credit. We received the final payment of the grant from Leader of £4,584 in May.

The Post Office remuneration quoted in the accounts was understated by £462, this has been amended but does not show in the accounts. We had set up Fees of £1,500 in respect of the Solicitors fees and £550 to the Plunkett Foundation.

The end of November 2019 saw a refit of the village shop along with the Post Office business passing into our hands, with Phillip Febrey and Liz Weaver being joint sub-Postmasters.

£16,460 was paid to the shop fitters and we received a Grant of £14,568 from Leader (EU monies) and a contribution from The Post Office of £2,010. We also purchased a Coffee Machine, Ice Cream Freezer and Milk dispensers.

The EPOS till is up and running, enabling us to monitor sales, identify busy times, average spends and much more.

We had been receiving Post Office remuneration of approximately £500 up until April when we started receiving an extra £500 per month, this being a ‘Remote Office Supplementary payment’ and brings our monthly payment to approx. £1,000 per month. The remuneration we receive relates to the number and value of Post Office transactions and is paid a month in arrears. This covers approximately half of the salary paid to our Post Office Staff, the shop has to cover the other half.

Our rent is £600 per month and our electricity bill is approximately £300 per month.

In May we were able to apply for and obtain £10,000 in respect of Small Business Rates Relief.

In July we found that we were able to afford to pay for 2 part-time staff and this has meant that the pressure has been taken off the Committee Members with them taking over some of the duties we had been covering.

The shop has been doing well and the Bank Accounts stood at

Current Account £24,799.89

Deposit Account £10,003.61

At close of business 2 December 2020

We anticipate that our turnover this year will be in the region of £200,000

We would urge you and your friends and neighbours to make full use of the shop and Post Office, spread the word. Did you know that you can do most banking transactions at the Post Office? We also sell gift cards that can be used in many high street shops.”

1. **Vote to agree accounts**

This was passed unanimously

1. **Winford Community Vote to disapply audit**

This was passed unanimously.

*(Shop Limited RESOLUTION TO DISAPPLY AUDIT*

*It is hereby resolved that subject to the provisions of section 84 of the Co-Operative and Community Benefit Societies Act 2014, the members of the Society shall not require an audit for the accounts covering the current financial year ending on 31 March 2021 when they are presented to the next AGM held in 2020 by hereby electing to disapply section 83 of the Act.*

*The members of the society agree that the Accounts for the financial year ending on 31 March 2021 and for which reports will be laid before the following AGM do not require a full audit provided that:The total income for that year does not exceed the threshold for audit exemption (currently £5,600,000); The total assets do not exceed the threshold for audit exemption (Currently £2,800,000)*

*• An Independent Examination of those accounts is carried out in place of the full Audit;• The Independent Examination is carried out in line with best practice• A report from the Independent Examiner is included within the Accounts and circulated to members.*

*The Society notes that• The Independent Examination does not carry the same weight as a full Audit• The members of the Trust instruct the Board to identify a suitably qualified practitioner to undertake the review;• The Board shall agree the appointment of the examiner; This resolution is passed by 80% of the members voting in person and by proxy, and the numbers voting against do not equal more than 10% of those members eligible to vote.)*

1. **Election of Management Committee**

The current committee agreed to stay on and Simon Martin volunteered to join. He was proposed by Bridget Smith and seconded by Denise Poole, and elected to the management committee unanimously. Phil Febrey thanked Simon for volunteering.

1. **Volunteers**

Denise spoke to the meeting about how the village had rallied round back in the spring when the older and more at-risk volunteers had had to isolate at home. She said there are currently 32 active volunteers in the shop, 4 who help set up before the shop opens and 21 currently inactive. Denise talked about the value of everything they do and thanked all the volunteers for their hard work.

1. **Q and A**

Bridget Smith asked if customers could still write down things they want but cannot see stocked on the shelves, and Denise assured her that if anyone asks in the shop, it will be noted.

**The meeting closed at approx 8.15pm**