**Winford Community Shop**

**Annual Members’ Meeting**

**29th November 2022**

**Winford Village Hall**

**7pm**

**MINUTES**

**PRESENT:** Yvonne Chapman, Mary Douglas-Jones, Pippa and Joe herring, Andy House, Jan and Peter Langdon, Stuart Mackie, Celia Martin, Dave Pearce, Denise Poole, Bridget Smith

**Current committee:** Phil Febrey (chair), Elaine Gibbins, Carol House, Simon Martin, Jane Thompson, Dick Whittington

**Apologies:** Liz Weaver (Treasurer)

Phil began by welcoming everyone to the meeting and then read his report:

**Chairman’s report**

**Welcome to the fourth annual members meeting of Winford Community Shop Ltd.**

**As always, the last year has not been without its challenges. There have been staff changes and we were hit by an attempted break in followed by a successful break in.**

**Dawn Jefferies resigned leaving one staff member down for some 5 months. Nicki Probert has now joined us to replace Dawn and has settled in well. Thanks to Dawn for her support over an 18 month period.**

**To help fill the gap when Dawn left on Saturday mornings we have been able to recruit 3 school students who are now well established and are enjoying their first taste of employment. It is good to be able to encourage young people to become involved and active in the community.**

**Income was down last year as customers have gone back to their pre Covid shopping habits and are not spending as much locally. The number of transactions in the year was similar to the previous year at just over 41,000. Average spend per transaction has reduced from £5.34 to £4.73.**

**The inflationary pressures in the economy have resulted in wholesale prices increasing with these increases needed to be passed on to customers in order for the shop to remain profitable. Our milk supplier has already increased prices on four occasions this year although not all of these have been passed on. We still continue to be competitively priced for many essential items.**

**The business continues to be under pressure from increasing costs, including energy and employees.**

**The shop is still very reliant on the core team of volunteers without whom it would not succeed. We were able to hold a volunteer get together this year in the form of a BBQ at the cricket ground. This was very successful and enabled volunteers to meet others who may work different shifts whom may not have met before.**

**I would like to thank the committee for all their hard work over the past year and for all their contributions that often go unnoticed. Liz has decided to stand down and relinquish her Treasurer duties. She has been involved from the outset and has put an incredible amount of time and effort into keeping the shop open and maintaining control of the finances. On behalf of all involved I would like to thank her for all the hard work and dedication.**

**This gives an opportunity for the committee to be refreshed and I am grateful for those that have come forward to become involved.**

**I will be relinquishing the post of Chairman but will remain a committee member for a further year.**

**We continue to rely on the dedicated support of our three employed staff who are key to the operation of the Post Office and the smooth running of the shop, providing important continuity.**

**I would like to thank all those that have served on the committee and volunteered over the past year. Also for those volunteers that do extra things behind the scenes, which is much appreciated.**

**Phil Febrey**

In Liz’s absence, Phil then read her report:

**Treasurers Report November 2022**

**You will have had the opportunity to look at the unaudited financial statements for the 12 months covering the period from 1 April 2021 to 31 March 2022, prepared by our Accountants. The Closing cash balances on 31 March 2022 were as follows:**

**Current Account £8,299 credit**

**Deposit Account £34,458 credit**

**Our Turnover the year was £175,744 and we are showing a profit of £3,871 after depreciation of £2,908.**

**Once again, we have no Corporation Tax to pay as our Accountants have used the Peterhead Principal which allows us to claim credit for volunteer’s hours.**

**We have purchased a fridge for £969 to display and keep fresh the fruit and vegetables, this has been our only major purchase this year.**

**Jane managed to arrange a very good deal with our energy provider, Scottish Power and this is fixed until September 2024.**

**We continue to receive Post Office remuneration of approximately £500 per month and an extra £400 per month as a ‘Remote Office Supplementary payment’ this brings our monthly Post Office income to approx. £900 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 one half of the salary paid to our full time Post Office member, the shop has to cover the other half, plus the salaries of the two part time staff, amounting to approximately another £1,000 per month. Our biggest outgoings after staff costs our rent at £600 per month and the electricity bill at approximately £360 per month.**

**Royal Mail have changed the time that they collect our mail. The morning collection stays the same, at approximately 11.30am, but the afternoon collection was 5.30pm and is now 3.30pm. This means that Special Deliveries, franked mail and parcels received after this time will not leave our office until the following morning. This was only introduced 11 November so we don’t yet know how this will affect our business. Also, the Royal Mail have introduced a new scheme where they will collect parcels from customers when they do their daily mail deliveries so this may impact on us.**

**This year we have been allowed to sell Euros from stock held at our Post Office, also we have a facility whereby we can act as an agent for Amazon and parcels can be collected from our Post Office.**

**There are no longer any Banks in the Chew Valley and we are able to offer many banking transactions at the Post Office. Please spread the word to your friends and neighbours, we need more people to make full use of the shop and Post Office. 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.**

**It would be good to get our turnover and profit up, if any of you have any ideas as to how we could achieve this we would be very pleased to hear them.**

**Finally, I am sorry to say that after 3 years I am resigning as Treasurer. I have enjoyed my time with the team, they are a great bunch. Stuart Mackie will be taking on the role and I still plan to be involved with the shop.**

**Liz Weaver**

**Votes to agree accounts for year ending 31.3.22 and disapply the audit in 2023**

These were proposed by Denise Poole and seconded by Andy House, and were both passed unanimously.

**Election of Management Committee**

Phil gave aa brief summary of the situation with the current committee. Liz Weaver (Treasurer) is resigning (although she will continue to do the books) and Phil is resigning as Chair although he will remain on the committee. Elaine Gibbons, Dave Pearce, Stuart Mackie and Pippa Herring were elected unanimously to the committee, and Stuart Mackie will take over as Treasurer. Jane will become the new Chair for the next year and Dick will be vice-chair.

**Volunteers**

Phil reported that there are now 25 volunteers, and they are all a huge asset to the shop. Dick commented that nationally, research into similar community shops shows that approximately 30 is the optimum number of volunteers, and all agreed that we need to carry on suggesting this to friends and acquaintances.

**Q and A**

Denise asked about future plans for the shop. Phil explained that the lease expires in May 2024, and aa discussion followed about possible options.

Jane ended the meeting by thanking Phil for all his work.