



Cilcain Community Shop Limited – Second Annual Members’ Meeting

Wednesday 20th September 2020 – 4:10pm

Venue – Cilcain Community Shop

Minutes

Approved at the M.C. Meeting
25-11-20 P. Higgins

Present: Milly Riley (Chairperson), Sarah Parr (Treasurer), Philip Higgins (Secretary), David Facer (Vice-Chairperson) by Zoom. Owing to a technical hitch, Simon Redford and Jonathan Wells were unable to join the meeting via Zoom.

The meeting was opened by the Secretary (Philip Higgins), who explained that as a result of the coronavirus restrictions, it was not possible to allow members to be present in person this year. The Management Committee had decided that it was in the best interests of the Society and its Members to hold the Annual Members’ Meeting and allow members to cast their votes electronically or by post.

1. Annual Accounts and Business Report – Presented by Sarah Parr (Treasurer).

Sarah thanked Melanie Langton-Davies and her team at Gardners (now Azets) for preparing the Accounts and the Audit Report. The accounts cover the second year of trading from 1st April 2019 up to 31st March 2020.

Full accounts available from the FCA website – free
<https://mutuals.fca.org.uk/Search/Society/7320>

A paper copy of the accounts is also available in the shop



Sarah gave a summary of the annual accounts.

Capital - £2,050 Membership Shares and £9,190 Investment Shares

Grants and Gifts - £8000 in Employment Grant which is the second instalment of a £24,000 Prince’s Countryside Fund Grant and £200 in Gifts

Operational - £93,058 worth of goods purchased - £122,125 worth of goods sold equals £29,067 ‘**income**’ with a margin of approximately 24 %.

Operational Cash - £29,067 to cover our costs (after VAT)

Operational Costs – these include employment costs, utility costs, broadband & phone, electricity, waste management, fees, “consumables”, depreciation of assets, etc.

Total costs £33,461 => **LOSS £4,394**

- ...but see ‘other income’ from gifts and grants

Capital and Grants and Gifts - Cost covered by grants and gifts of £8,200

Profit: £8,200 less £4,394 = £3,806





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£2,000 of share capital has been retained for future joint projects, with Cilcain Village Hall, to improve facility’s.

£11,240 through share sales – THANK YOU!

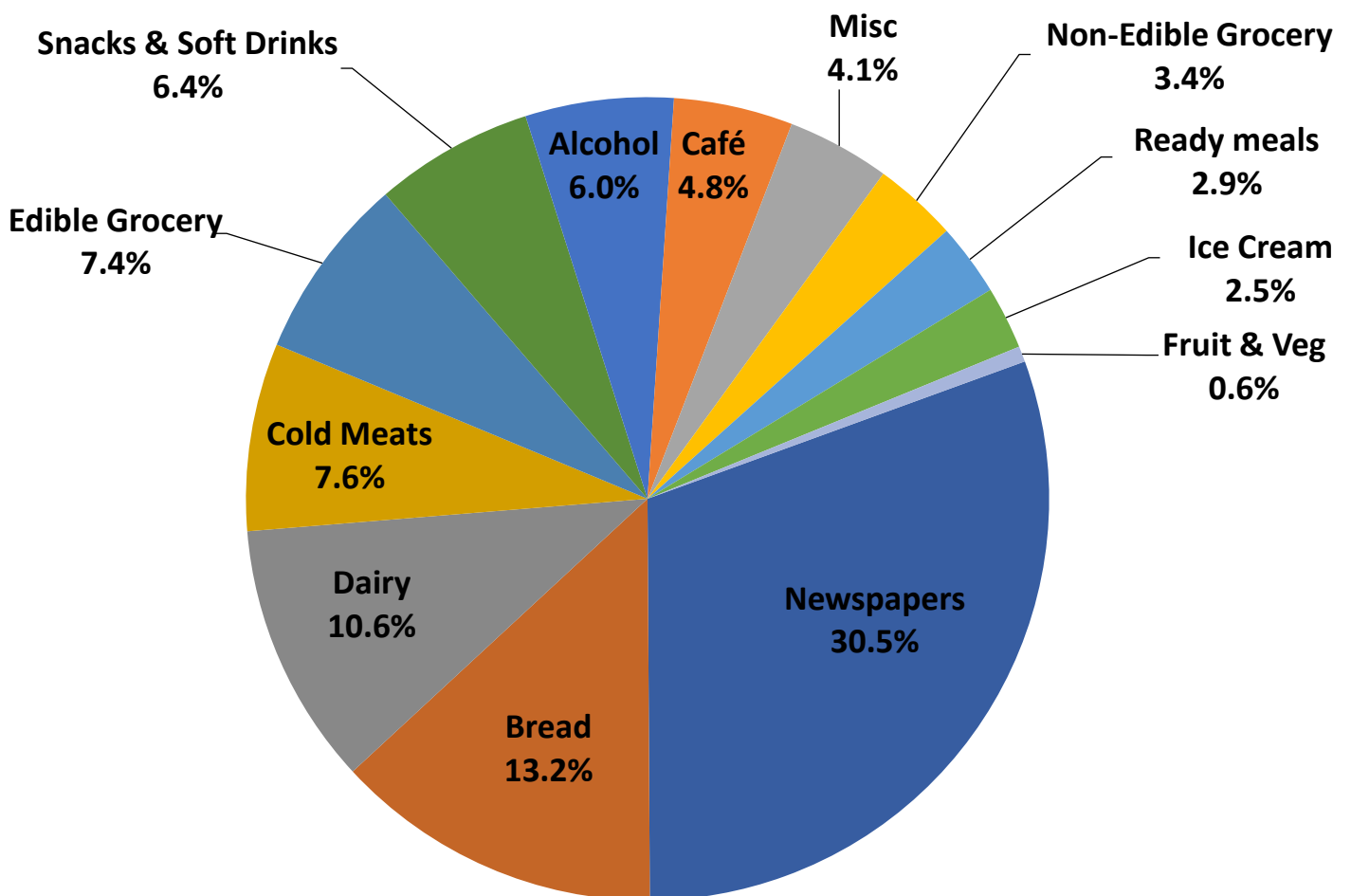
Corporation Tax of £410



Community of Cilcain

Sales

Cilcain Community Shop Sales During Year 2



Total net turnover ~£126K including newspaper voucher credits



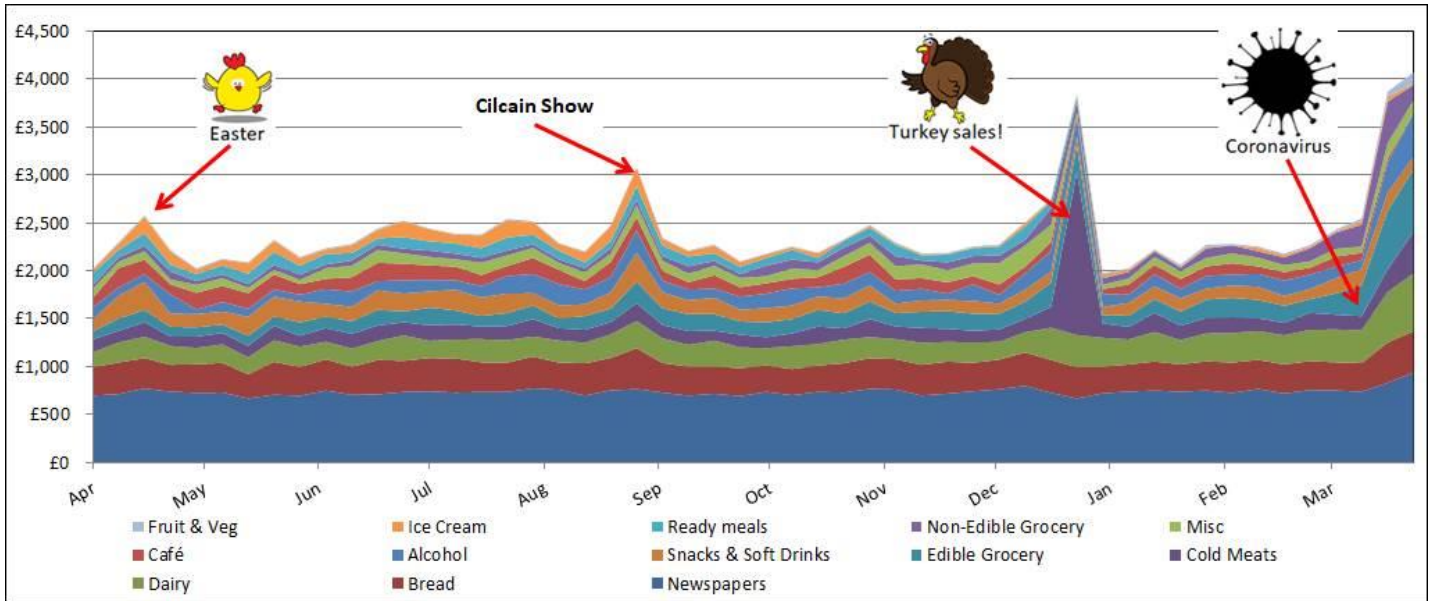
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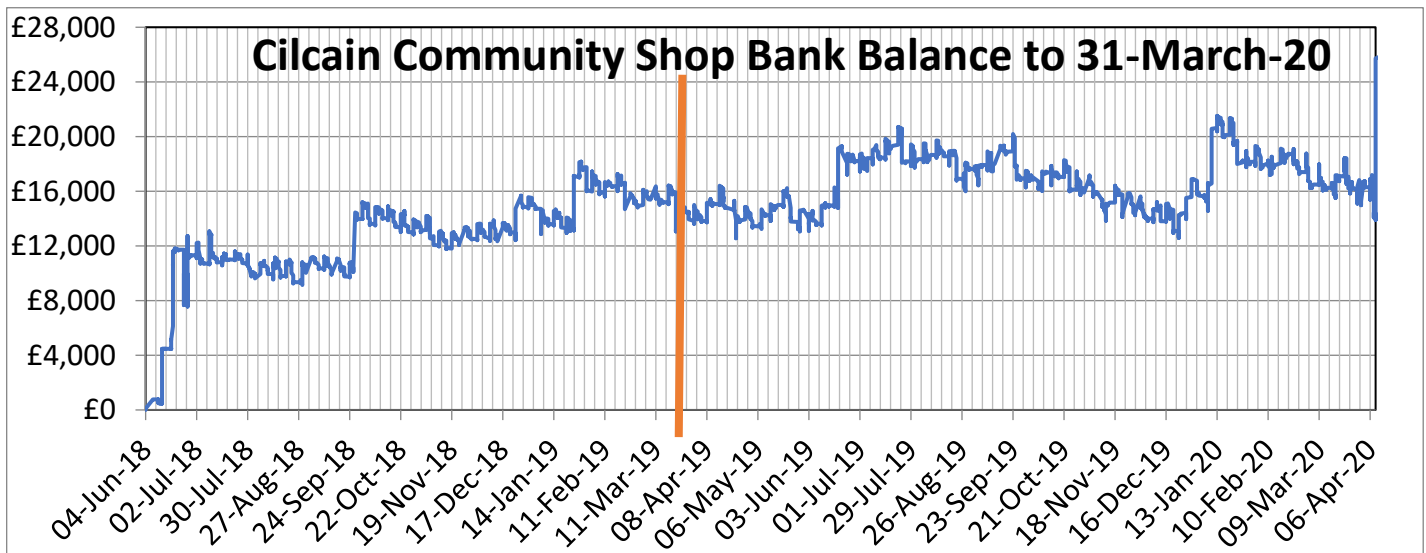
Weekly Sales by Category from 1st April 2019 to 31st March 2020



Sarah explained that weekly takings are reasonably consistent at just over £2,000 per week and that we need to continue to grow the business if the business is to cover all the costs by the end of this financial year.

Final Position

We have continued to trade successfully and expect to increase income and margin to cover all costs over time. The generosity of the community and grants have left us with a healthy reserve of cash to continue trading and to enter into joint development projects with the Village Hall which will help maintain and improve successful trading.





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Plans for the current year and following year – Presented by Milly Riley (Chairperson).

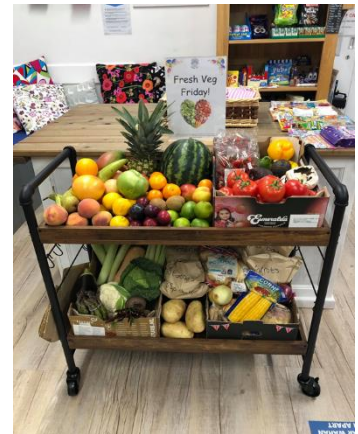
Milly explained that the development plans had changed substantially during the current year mainly owing to the coronavirus crisis.

Working with the Village Hall Management Committee on the refurbishment of the “Old School Kitchen” has provided us with additional storage cupboards and office space. In response to the loss of the milk delivery service when Keith Davies retired in December 2019, we purchased a new fridge and a new freezer was purchased in March 2020 to cover the increased demand for frozen foods.

Plans for the current year include developing sales and profitability and maintaining the stocks required for the current increased shop use. To run the community shop sustainably, we must achieve a minimum 20% margin on all stock sold whilst actively responding to customer requests in many product areas.



In addition to the range of cooked meats, we now stock a wider range, minced beef, steak, chicken fillets, whole chickens and more and since the introduction of “Fresh Veg Friday”, we now stock a wider range of fresh fruit and vegetables.



We actively promote our products and services on Facebook and Instagram and feature regular price comparisons as a key tool to increase sales. New websites were launched earlier in the year in English and Welsh versions to help with our publicity and marketing. Café expansion has had to be put to one side for the moment but is still one of our long term aims.



The shop, through our Manager (Sam), has worked actively with the Post Office to retain the Outreach service in the village. We are working actively with the Village Hall Management Committee to ensure that the lease for the use of the shop premises, within the Village Hall, is resolved.





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2. Membership Report – Presented by Philip Higgins (Secretary)

The Secretary noted that at 31st March 2019 the Society had 196 members, sadly 3 members were lost during the 2019 – 2020 financial year, but 9 new members joined and at 20th September 2020 the total Membership is 202.

Membership is the means by which the Society is owned by the community and gives access to information, a voice in the Society, and the opportunity to be elected to a representative role in its governance.

The Secretary emphasised that Membership is open to anyone aged 16 or over and the Society has shares of £10.00 each and the minimum shareholding is 1 share. The Society has a “One Member, One Vote Policy”, irrespective of whether they also own investment shares or not.

At this point, Philip Higgins and Jonathan Wells retired from the Management Committee and the Chairperson (Milly Riley) stepped in to announce the results of elections to the Committee.

3. Declaration of the results of elections to the Management Committee.

Milly explained that Management Committee Members serve for 3 years, and each year elections are held for one-third of the Management Committee on a rolling basis.

This year 2 Members offered themselves for re-election to the Management Committee and received the following number of votes:-

- 1) Philip Higgins
In Favour 113 Abstain 0 (Zero)
- 2) Jonathan Wells
In Favour 110 Abstain 3

Milly declared that both are duly elected to the Management Committee and asked Philip Higgins to return to the meeting.

4. Declaration of the results of the Resolutions that Members were asked to vote on – Presented by Philip Higgins.

Phil explained that the total number of Voting Forms returned was 113 (56% of the membership entitled to vote) Online 100 Postal 13

One online submission was duplicated and after checking the Membership Register the duplicated response was removed from the count.

Phil thanked Tony and Sue Bettridge for checking and verifying the results along with Dave Facer and moved on to announce the results of the voting on the three resolutions:



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1. Approval of the Annual Accounts for the financial year ending 31st March 2020
In Favour 113 Against 0 (Zero)

The resolution is duly Passed.

2. Approval of the minutes of the Annual Members’ Meeting held on 25th September 2019.

In Favour 113 Against 0 (Zero)

The resolution is duly Passed.

3. To exercise the power, as per Rule 6.2, not to appoint an auditor or auditors to audit the Annual Accounts for the current financial year.

In Favour 113 Against 0 (Zero)

For this resolution to Pass, the requirements are that there were less than 20% of votes “Against” by those that voted and that less than 10% of the total Membership voted “Against”.

These criteria have been met and the Resolution is duly Passed.

Phil handed over to Milly who expressed sincere thanks to Simon Redford, who is retiring from the Committee at this meeting. Simon has been an integral part of the success of the Community Shop, from joining the Steering Group in February 2018 and his role as Treasurer on the Management Committee. This appreciation extends to Ruth Conway for her commitment to the success of the Community Shop.

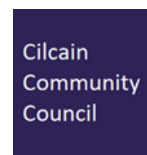
5. Questions submitted before the meeting – Presented by Philip Higgins

- 1) One question that was asked before the meeting was, “what happens to a member’s shares on the death of the member”.

Answer – this is covered in the Co-operative and Community Benefit Societies Act 2014 and the shares can be transferred or withdrawn upon an application by a nominated person or representative of the deceased member. We need to create a procedure and relevant forms and there will be more details in the AMM Report and our next newsletter.

Meeting closed at 4:50pm.

After the Annual Members’ Meeting closed a short meeting of the Management Committee was held at which Philip Higgins was re-appointed Secretary.





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Appendix 1

The returned Voting Forms were processed in accordance with the CCSL Procedure for dealing with Postal and Online AMM Voting Forms 2020 – Revision 0 – 05-09-20.

1. Postal voting forms should have been returned, in a sealed envelope addressed to the Secretary, either by post or by placing them in the CCSL Post Box.
2. The online form is a “Google Forms” system and responses are recorded individually (per voter) and also into a Google Sheets format within the Secretary’s personal Google Account.
3. Returned postal forms will be opened by the Secretary and recorded against the name of the Member on the Voting Forms Returns Record Sheet. Returned online voting form responses will be recorded on the same Voting Forms Return Record Sheet.
4. Each form (postal or online) will be given a reference number (consecutive numbers 1 to 203). Where possible, the name and address of the Voter will be hidden (e.g. by folding that part of the paper over or hiding the field in the online version).
5. Voting forms that have incomplete information, e.g. name, address, no X in any voting box, etc. will be examined and an attempt will be made to contact the Member to give them a chance to complete the form correctly.
6. The forms (postal or online) will then be filed in a secure place by the Secretary.
7. The Secretary and one or two other persons (not related to any of the candidates standing for election) will record the votes per voting form on the Voting Record Sheet against the reference number.
8. If the “Quick Vote” option has been selected, this will override any other voting options that may have been selected (either by mistake or intent).
9. The accuracy of the recording of votes will be checked by another person.
10. The Secretary will compile the results.
11. The results will be checked by at least one other person.
12. The results of the voting for the “Disapplication Resolution” will be verified by at least one other Management Committee Member.
13. Votes for the resolutions will be presented “In Favour” and “Against”. (For the disapplication resolution “less than 20% against and less than 10% against”). (Refer to *Co-operative and Community Benefit Societies Act 2014, Section 84.2 and FCA Guidance 7.32*)
14. Votes for Management Committee Members will be presented per Member “In Favour” and “Abstain”. (Refer to *CCSL Rule 10.4*)

End