



Cilcain Community Shop Limited – Fifth Annual Members’ Meeting
The meeting will be held on Wednesday 8th November 2023 at 7:30 pm
Venue: Cilcain Village Hall (Doors Open 7:00 pm)

Agenda & Candidate Biographies

- 1) To receive from the Management Committee: -
 - i) The Annual Accounts/Financial Statements for the financial year, 1st April 2022 to 31st March 2023.
 - ii) The Business Report on the Society’s performance in the year, 1st April 2022 to 31st March 2023 and plans for the current year and the next year. (*Refer to Rule 4.4.1*)
 - iii) A report on the state of the Membership and the Membership Strategy.
(*Refer to Rule 4.4.2*)
- 2) To declare the result of the resolution to approve the Annual Accounts/Financial Statements for the year ended 31st March 2023.
- 3) To declare the result of the resolution to approve the minutes of the Fourth Annual Members’ Meeting held: 28th September 2022.
- 4) To declare the result of the resolution that Members have been asked to vote on: -

“To exercise the power, as per the provisions of Rule 6.2, not to appoint an Auditor or Auditors to audit the Annual Accounts for the current financial year,” 1st April 2023 to 31st March 2024.

After careful consideration, the Management Committee wishes to seek approval from the Membership “not to have a full audit from a qualified auditor” but substitute this for a “report on the accounts and balance sheet” which is less onerous and less costly than a full audit. Estimated costs for a full audit are in the region of £1,000 plus vat.

The report will state whether, in the opinion of the qualified auditor making the report:

- the revenue account to which the report relates, and the balance sheet are in agreement with the books of account kept by the society
- on the basis of the information contained in the books of account, the statutory account complies with the requirements of the Co-operative and Community Benefits Act 2014, and
- the financial criteria allowing the production of a report instead of a full audit have been met.

The Management Committee recommends that you vote “In Favour” of the resolution.

- 5) To declare the results of elections of those who are to serve on the Management Committee. (*Refer to Rule 4.4.4*)
Those offering themselves for re-election/election to the Management Committee are listed below: (*Refer to Rule 10.4*) Candidate biographies are overleaf on page 2.

1. Philip Higgins
2. Lindsay Smith

- 6) Question and answer session and any questions submitted prior to the meeting will be discussed.
- 7) Closure of the meeting.

Please note that you will receive a summary report of the meeting as soon as possible after the meeting.

Philip Higgins – Society Secretary 17-10-23



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Biographies of those offering themselves for re-election/election to the Management Committee

Members of the Management Committee are elected for a 3-year term and one-third of the Committee retire and can offer themselves for re-election, each year. This rolling process commenced in 2020 and continues this year, 2023, when 2 Committee Members will be offering themselves for re-election/election.

Philip Higgins

Philip has served on the CCSL Management Committee since 18th April 2018 and was appointed as the Secretary of the Society. Since January 2023 he has also taken on the Treasurer’s role as a temporary measure whilst the committee endeavors to recruit someone to fill that role.

If re-elected he would be happy to continue as Secretary or Treasurer if appointed by the Management Committee.

Lindsay Smith

Lindsay has been an active volunteer since moving to the village, joined the Community Shop Management Committee as a co-opted member in May 2023, and is now seeking election to the Management Committee.

Lindsay has been very helpful in sourcing some of our grocery items and will bring additional retail skills to the Shop management team. She is also an active member of the Cilcain Show Team.

Cilcain Community Shop Limited – Management Committee

The Management Committee can comprise of between 3 and 12 Members and up to a quarter can be co-opted. Elected members of the Management Committee hold office for 3 years and co-opted members serve until the next Annual Members’ Meeting. At the time of writing the Management Committee comprises of 5 members:

Milly Riley – Chairperson

Lucie Skates – Vice – Chairperson

Philip Higgins – Secretary and ‘acting’ Treasurer.

Margaret Humphreys

Lindsay Smith

If you are interested in joining the Management Committee, please talk to any of the committee members. Please do not be put off by the word *committee*, some issues do require a lot of discussion, but the committee is a pro-active one. Some members are able to devote more time than others, but all play an active part in ensuring the continued success of the shop. The Management Committee meets, formally, monthly and are in contact with each other and the shop employees on a regular basis.