



Minety Community Shop AGM

Minutes of the Meeting held at Minety Village Hall

18th July 2022

Present

Charlotte Hall, Rachel Swatton, John Thurston, Catherine Abbott, Philip Abbott, Pamela Morris, Dawn Mulrain, Mike Mulrain, Margaret Danford, Dreena Ruddy, Alan Shepherd, Janice Shepherd, Alan Essam, Mike Hicks, Stephen Smith, Tracey Smith, Trina Masters, Clarissa Meeres, Kate Butchart

Apologies

Jane Snook, Colleen & Eric Smith, Elaine Waddington, Katie Henderson, Dave & Carol Harrison, Jackie Mitchell

Welcome

Pam Morris welcomed everyone to the meeting and outlined the way in which the meeting would be conducted and advised that the Presentation (attached) would be available on the website. She explained that the meeting would cover formal reporting up to end of March 2022, plus more recent developments

The reports are outlined in full in the presentation but the main points are included below.

Chairperson's Annual Report

Charlotte Hall thanked the Village Hall Committee for their support and the many people who initiated the formation of the shop, supported it during set up and continue with their ongoing support. She mentioned that the committee have been working hard to move the shop forward and are seeking a Publicity person to assist with this area, she said that we welcomed ideas from

volunteers, shareholders and customers for recruiting more volunteers and for getting a larger group of customers through the door. Our aim is to start setting up small sub committees to look at particular areas of the business in order to improve what we are able to offer. We are working towards the shop becoming a key hub within the village where village events can be advertised, tickets sold etc.

The following points were shared as a reminder:

The Community Benefit Society rules (see presentation)

What we said at the AGM last year (see presentation)

- **2021/22 achievements**

Equipment / in-store

1. Storage unit acquired, freeing up space within the shop for tables and chairs which were also acquired
2. Additional fridge for the shop floor, plus extended shelving for increased product range

Training, legislation, documentation

1. Food Hygiene training completed by almost all volunteers to support 'coffee shop' activities
2. Constitution updated, plus Role Descriptions & Volunteer Handbook
3. Remainder of Princes Trust grant invested (in above equipment) – the point was raised that as part of the grant requirements we have to reference the Princes' Trust when discussing the items purchased with their monies.

Engaging with the community

Various e.g. providing a weekly meal, shopping deliveries for village residents; selling tickets for the Nov 21 fireworks event

- **2022/23 to date**

1. **Future planning**

Village Hall Committee confirmed the shop can stay in situ until August 2023, with rent at current level

Committee strategic planning meeting held 17 May

2. **Volunteers**

Quarterly volunteer events – BBQ held in June, and next evening together on Friday 26 August

3. **Fundraising & events**

Big Brunch Band evening held; Table top sale held

Engagement in Platinum Jubilee activities; pop-up shop at Minety Music Festival

IN PLANNING - Autumn Quiz night & Christmas Raffle, based on the success of last year

4. **Marketing and P&R**

Website – regular updates continue with more to come based on review of other Community Shop pages

We are approaching local colleges for a Marketing placement role to support the Shop

• **Goals for 2022/23**

Continue to strengthen the value offered to the community by the shop through the product and service offering, promotions & events

- a. *New coffee machine planned – working to find the best one to fit our needs*
- b. *Small team to look at seasonal promotional calendar, additional product range & services*

Continue fundraising, through donations and grants, to reinvest in developing and growing the shop's value to the community

- a. *Exploring options in line with Shop plans (more in a moment)*

Strengthen and grow the Volunteer base and Committee members

- a. *We need more Volunteers to ensure that the current opening hours can be maintained, and ideally extended; we also need people to help in some of the smaller 'Sub-Committee' projects*
- b. *We will be sharing regular updates with Volunteers on shop performance and key activities*

Strengthen and develop the connections and collaboration with key Village community groups and Committees, the School and the Parish Council

- a. *Following on from the success of the Platinum Jubilee events; keen to gather ideas*

In collaboration with the Village Hall Committee

1. We've placed a **table & chairs** in the place where the playgroup shed has been removed; the space has been decorated, and a wall mural being considered
2. We're reviewing quotes to address the sloping **concrete area behind the shop**, to address safety concerns whilst remaining mindful of drainage requirements
3. We are getting quotes on work to open up **access to the disabled toilet area** with a door to the outside of the building, plus a door to close off to the main hall
4. We are considering the **medium / longer term plans** and have agreed to discuss designs and quotes to consider further together

Treasurers Annual Report

John Thurston presented the report which covers the period 30th June to 31st March 2022 Further details are available in the presentation concerning the financial details.

The headline results for the year were:

| | |
|----------------|---------------|
| Sales | £152,750 |
| Gross margin | 30.6% |
| Trading profit | 7,266 (4.75%) |
| Funds in Bank | £33,877 |
| Grant Income | £1,559 |

The original rent of £5 a week for the shop premises was increased to £35 per week, which is still a reasonable cost. Thanks go to the Village Hall Committee for their foresight in signing a long-term contract until October 2023 for electricity which will save us from the large rises in energy costs this year.

The steep upward curve in sales during the 1st year of trading has now levelled out and this year's figures show a flat lining of the sales figures. The profit margin is down, which is partly due to the fact that we registered for VAT in the last year, something which was mentioned in the AGM report last year. However, the trading profit of 4.75% is healthy compared to many other retail outlets.

Capital assets have been purchased from current funds meaning that there has been no need to dip into the cash reserves, in fact the amount in the bank has increased this year.

John went on to explain the graph in his presentation.

- The blue line represented the number of customers using the shop per month, the line is relatively flat – we need to be attracting more customers into the shop.
- The grey line represents the monthly sales figure, with sales between £12-£14,000 per month. The figures for spring of this year are roughly the same as they were for last year, an eye will be kept on the next quarters figures to see if they replicate the previous year.
- The red line represents the average spend, once again the line is steady, although there was a spike in December.

The current high inflation rate will inevitably lead to higher sales but not increased profitability because our overhead costs will increase in line with inflation. We appear to have hit a plateau in numbers of customers and sales and we need to be attracting a greater number of customers into the shop and to increase their average spend if we are to remain profitable. The effects of high inflation and the cost-of-living squeeze are already reflected in last quarters figures which were slightly down on previous quarters. The figures for June were the lowest since the shop opened. It is too early to be certain of the effects on the business particularly as last year the figures increased in July & August. A close eye will be kept on these months to see if this happens again.

John thanked Mike Hicks for his ongoing support

John thanked the Friday morning coffee club for a cheque for £200, which had been given to him earlier in the evening.

We would ask everyone to mention the shop to their friends and neighbours and to ask them to support us.

Voting by Shareholders

Pam indicated that we would like to increase the size of the committee if possible and asked if there was any interest from those attending, no one spoke up. She advised that the following committee members were willing to stand for another year:

Joint Chair – Charlotte Hall, Rachel Swatton

Treasurer – John Thurston

Secretary – Dawn Mulrain

Committee – Philip Abbott, Pamela Morris

A vote was then held on the following three motions:

| | |
|----------------------------------|--------------------|
| Accepting the accounts | Majority voted yes |
| Not appointing auditors | Majority voted yes |
| Appointment of committee members | Majority voted yes |

Mike Hicks and Tracey Smith asked for the village's support for the committee to be recorded.

Acknowledgments

Pam acknowledged a number of people on behalf of the committee who have and, in many cases continue to, support the shop.

Issy Griffin

The original shop committee

Catherine Abbott – Shop Manager

Trina Masters – Assistant Manager

All of the Volunteers

Philip Abbott

All the customers and suppliers

Pam concluded by saying if anyone knows of other local suppliers that might be of interest to the shop then let Catherine know.

Mike Hicks reminded everyone that Val Essam is still happy to be involved in any grant applications in the future, the Committee acknowledged that point.

AOB - Questions & answers & discussion

A question was asked about how much was taken at the Music Festival – approx. £1,400 of additional sales were made although the shop in the village did trade for less hours than normal on the Saturday & Sunday.

A point was raised about the ramp at the front door of the shop being slippery. Philip said that he would be sorting out a new solution.

Date of next meeting

Next year's meeting will be held by the end of July 2023.

Minutes agreed by:

Signature:

Print name:

Date:

Minutes seconded by:

Signature:

Print name:

Date: