



Minety Community Shop

Annual General Meeting

Monday 18 August 2025, 7pm

Minety Village Hall

Agenda

1. Welcome & Apologies
2. Chairperson's Annual Report to Members
3. Treasurer's Annual Report and presentation of the final accounts
4. Voting - Not to appoint an auditor for the financial period
5. Application of Profits
6. Election of officers (Management Committee)
7. Proposal to review the Society's Rules
8. Any Other Business
9. Date of Next AGM

The AGM will be followed by short presentation on our recent Customer Survey.



Welcome to our 6th AGM!



Apologies

Chris & Susan Powell
Peter & Janet Mason
Tracey Smith
Rebecca, Hannah and Lucy Clark
Trina Masters
Jo Smyth
Mike & Lynn Dolan

Introduction

We are 'formally' reporting on **the period to end March 2025** today but will include some more up to date information too.

We will invite questions for clarity at the end of each section.

There will be an opportunity for wider discussion, questions and suggestions under AOB at the end of the meeting.

Thank you to the Village Hall for the use of the hall this evening.



Chair's Annual Report

A reminder ...

Minety Community Shop Ltd is registered as a Community Benefit Society with the FCA; an organization that has been established with a social or environmental goal. It has a non-profit constitution and is run for the benefit of the wider community, reflecting commitment to that community, re-investing any profits made into the business and the community.

Our Mission

To run a community-owned shop which provides an essential service and serves as a focal point for the village, providing a range of fresh local produce and everyday essentials such as groceries, newspapers and off-licence sales.

In addition, the shop aims to be a social centre for the village during the day by offering refreshments and free internet access. Where appropriate we will support local enterprises and organisations.

2024/25 Achievements (1)

- A robust trading performance (more on that in the Treasurer's report)
- Continued product range extensions and promotional activities, including the ever-present meal deal with our local sandwich provider, plus a variety of other promotions including pizza, beer and wine promotions and the introduction of Brinkworth Dairy products
- Replaced the display freezer and front door
- Donations made to a number of local Community organisations including the Malmesbury foodbank
- Regular Volunteer events
- Updates to various policies and procedures, and the Staff Handbook, building on the robust work completed during 2023/24
- Supported Duke of Edinburgh students, more than 5
- Made area safe in front of the storage container with patio and a fence

2024/25 Achievements (2)

Fundraising & events, with improved forward planning

- July '24 – pop-up shop at the Minety Music Festival
- July '24 – ice-creams for children at the both school and pre-school
- December '24 – Christmas Quiz Night, Raffle Draw & supported the Church's Christmas Tree festival
- Supported the Community Lunches
- Engaged with the 'younger' shoppers through a 'Guess the name' cuddly toy competitions at Christmas and Easter
- Sold tickets at the shop for various Community events and activities
- March '25 - Murder mystery presented by Purton Amateur Dramatic Society

Goals for 2025/26

- The Committee's annual strategic planning meeting was held on 16 June, with two key areas of focus:
 - 1. How we maintain our focus on our core priorities**
 - 2. Planning for the future of the Shop, recognising that the Village Hall would like to have their meeting room space back at some point**

Goals for 2025/26 (1)

Our core priorities (as defined at last year's AGM)

- To continue to strengthen the value offered to the community by the shop through the products and services, promotions & events
- To continue fundraising, through donations and grants, to reinvest in developing and growing the shop's value to the community
- To grow the Volunteer base and the Shop Committee
- To strengthen and develop the connections and collaboration with key Village community groups and committees, Village Hall, MPFA, the School and the Parish Council

Goals for 2025/26 (2)

Continuous development of the shop, improving the customer value proposition for customers

This includes:

- Focus on the look and feel of the outside of the current shop

Planning for the future of the Shop, recognising that the Village Hall would like to get their meeting-room space back

We believe we have **three** options:

1. Close the shop, which is OBVIOUSLY not our preferred plan!
2. Remain close to the current Village Hall location
3. Find a new location within the Village

Work has begun to explore options 2 & 3. We have developed some independent plans, but before progressing and spending money we want to discuss jointly with the key stakeholders Village Hall, MPFA and Parish Council.

How could **YOU** support the Shop?

1. As a Volunteer

- Be it in the shop, or behind the scenes, or on the Committee, or as part of a sub-committee, we would truly value more help
- Maybe as a one-off project, or as an ongoing commitment
- Maybe just an hour a week, or a couple of hours a month
- Maybe you know someone who could be interested who you could mention it to

2. Help us engage with the Minety community

- If you are part of a Minety community group and ...
 - ... have something planned that we can promote in the shop
 - ... can see how collaborating could support you in achieving your group's goals
 - ... do please let us know.

3. As a Customer ... of course!

**Any Questions
before we move on?**

Thank You's!

As always, we want to take a moment to remember **Issy Griffin** who represented the true spirit of the Shop Team and the Village as a whole, and to whom the shop is dedicated.

We **always** want to thank the **original Shop Committee** who got things started.

We want to recognise the **MVH Committee** for their ongoing support for the shop.

We want to recognise and thank the shop team members ...

- Our Manager & Assistant Manager - **Catherine Abbott & Trina Masters**
- ALL of our **Volunteers**
- Our fabulous **Suppliers**, some very new and some who have been with us from the start

And of course, our loyal, friendly and supportive **Customers**



Treasurer's Annual Report

Purpose:

1. To present the accounts for the period ended **31 March 2025**
2. To comment on the medium-term finances
3. To answer any questions on the accounts
4. To explain how the accounts are managed
5. To propose that the company disapply the requirement for formal audit.

Headline results for the year 2025/5

	2025/5	2023/4	Difference
Sales	£193,206	£187,421	+3.0%
Gross Profit	£58,601	£57,181	+2.5%
Administrative expenses	£50,579	£47,502	+6.5%
Operating Profit	£8,022	£9,679	-17.0%
Total Profit	£9,649	£10,728	-10.0%
Funds in Bank and In Hand	£75,147	£63,949	+17.5%

Some detail behind the figures

- Electricity costs increased by **£700** (+33%)
- Repairs to our refrigeration units were particularly high and increased our repairs bills for the year by **£1600** (+ 133%)
- Our investment income increased by **£600** (+5.5%)
- Sales from our pop-up shop at the Minety Music Festival were down due to the very bad weather.
- Footfall and average spend remained relatively static

Footfall and average spend 2021-26

PERIOD	FOOTFALL	AVERAGE SPEND
April 2021 to March 2022	23,679	£6.92
April 2022 to March 2023	26,007 +9.8%	£6.93 +0.1%
April 2023 to March 2024	28,518 +9.7%	£7.14 +3.0%
April 2024 to March 2025	29,047 +0.1%	£7.19 +0.6%
April 2025 to March 2026 (Forecast)	31,080 +7.0%	£7.50 +4.3%

Looking ahead to 2025/26

- Sales have shown a remarkable upturn averaging 15% for the past 6 months. If continued for the whole year this is likely to increase operating profits from £9,649 last year to in excess of £14,000 for the coming year.
- The shop team are currently analysing sales patterns to try and identify any specific reasons for the increase and assess any implication this might have for marketing, stock holding or pricing.
- The change from Barclaycard to Dojo for card processing will reduce bank charges by £60-£70 per month.
- Investment rates are falling but interest income will continue to be significant

**Any Questions
before we move on?**

Proposal to disapply the requirements for formal audit for the year 2025/6



“The Community Benefit Societies Act 2014 (amended 2018):

Societies may disapply the requirement to appoint a qualified auditor to audit the accounts provided:

- Assets are below £5.1 million
- Turnover is below £10.2 million
- A resolution is passed to “disapply the requirement for audit”

Measures in place to assure the accounts

- Separation of financial duties
- Selective audit by the Treasurer
- Annual Budget prepared
- Monthly review by the Committee
- Mid-term review by the Finance sub-committee
- Completion of final accounts and tax calculations by a professional Accountancy firm who have remote access to the accounting system
- Ad-hoc benchmarking with other Community shops

**Any Questions
before we move on?**



Voting
Proposal to Disapply the Formal
Audit Requirement for 2025/26

VOTE

Please can I get a show of hands, from voting members, on the
Proposal to Disapply the Formal Audit Requirement for 2025/26



Application of Profits

Application of profits

Minety Community Shop Ltd is a Community Benefit Society. As such it is a 'not for profit' organisation and any excess profits or funds can be used for the benefit for the community.

The Committee recognises that there is a primary responsibility to ensure the continuation of the Shop. **In service of that objective:**

- an annual target gross profit percentage is defined that ..
 - ... protects the shop in terms of forecasted costs, whilst providing contingency for unexpected costs plus savings for the future
 - ... protects the community from higher than necessary product pricing, thereby encouraging local shopping to continue
- any profits achieved over the target may be shared between the shop and other community purposes, recognising that those purposes may vary from year to year



Voting

Election of Management Committee

Election of the Committee

The Committee Members are standing for re-election:

- Rachel Swatton
- Philip Abbott
- Teresa Hatton
- Pamela Morris

The following Members are standing down from the Committee:

- John Thurston
- Dawn Mulrain

The following New members are standing for election:

- Fiona Auty
- Gemma Allsop
- Jenny Sutton
- Jo Dalby

Any nominations for any additional Committee members?

Any nominations for any Sub-Committee or ad hoc project members?



Proposal to review the Society's Rules

Review of Society's Rules

- As a Community Benefit Society (CBS) the shop is a member of the Plunkett Foundation
- Plunkett provides support and is an intermediary with the Financial Conduct Authority (FCA)
- It produces Model Rules for community ownership
- We were established under their 2017 Rules
- We now need to check our procedures against the new version, due Sept.
- If significant change needed, we need to consult members - because it is YOUR SOCIETY!



Any other business ?



Date of next AGM

Thank
You for
Shopping
Local!

