



FITTLEWORTH COMMUNITY SHOP LTD
YEAR ENDING 31ST AUGUST 2018
AGM - 18TH JANUARY 2019

Agenda

1. Welcome
 2. Approval of 2018 AGM Minutes
 3. Chair's Report
 4. Treasurer's Report
- including Presentation of Accounts for Year Ending 31 August 2018
 5. Volunteering at the Shop and Café
 6. Membership Strategy
 7. Shareholder's Survey
 8. Election of New Member of Management Committee
 9. Any Other Business
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Chair's Report

Period 1 September 2017 – 31 August 2018

Finance and Building Blocks

- Sourcing final donations/grants
- £403,000 combined shop and playground target achieved
- Continued market research
- Paperwork!

The Build

- The builders moved in – 26 March 2018
- Construction complete by early September 2018
 - On time!
 - On budget!

Fit out and Preparation

- Fixtures, fittings, finishes
- Developing café menu and sourcing suppliers
- Building a stock list for the shop

Chair's Report

Period 1 September 2018 – To Date

Staffing

- Recruitment campaign
- Our core team
 - Sarah Hawkins (Manager)
 - Toni Humphrey (Assistant Manager)
- The volunteer army
- Additional staff recruitment
 - 3rd part time paid member of staff
 - Teenage workforce
- Changes to staff team

Our Grand Opening

- Shareholders preview evening
- 1 October 2018: the doors opened!
- 6 October 2018: the launch party
- 9 Jan 2019: the Post Office opened
- Q1
 - Strong support from the community
 - Positive feedback
 - Solid financial performance

Community Benefits

- An active social hub for our village
- Information hub
 - Ticket sales
 - Village notice board
- Employment and work experience
 - Paid jobs created
 - Work experience
- Launchpad for further community benefits
 - A meeting point for community groups
 - Donation of food waste
 - Community resilience

What Next?

- Continue to build our business and consolidate our experience
- Developing Our Post Office
- Purchase of outstanding equipment with final grant payments
- Increase community links
- Obtain feedback

Treasurer's Report

- Presentation of Accounts for year ending 31st August 2018
- Consider and vote on Recommendation that FCSL do not need to appoint Auditor
- Update on Trading since Opening

Treasurer's Report

- Accounts for year ending 31st August 2018
 - Previously circulated
 - Prepared by Kreston Reeves
 - Formally approved by FCSL Directors
 - Being Presented at AGM

Treasurer's Report

- Accounts for year ending 31st August 2018
 - Accounts show Loans from Members £16k – now repaid
 - Employees being Management Committee – no remuneration
- Profit in year £140k
 - £143k donations and fundraising
 - Less £3k expenses
- Tangible Assets £227k – building + fixtures and fittings

- Any questions?

Treasurer's Report

- Resolution: Accounts not to be formally audited this year

Your company may qualify for an audit exemption if it has at least 2 of the following:

- an annual turnover of no more than £10.2 million
- assets worth no more than £5.1 million
- 50 or fewer employees on average

Update on Trading

- Business Plan Assumptions for Year 1

- Shop £182k pa

- £500 per day 100 customers per day x £5

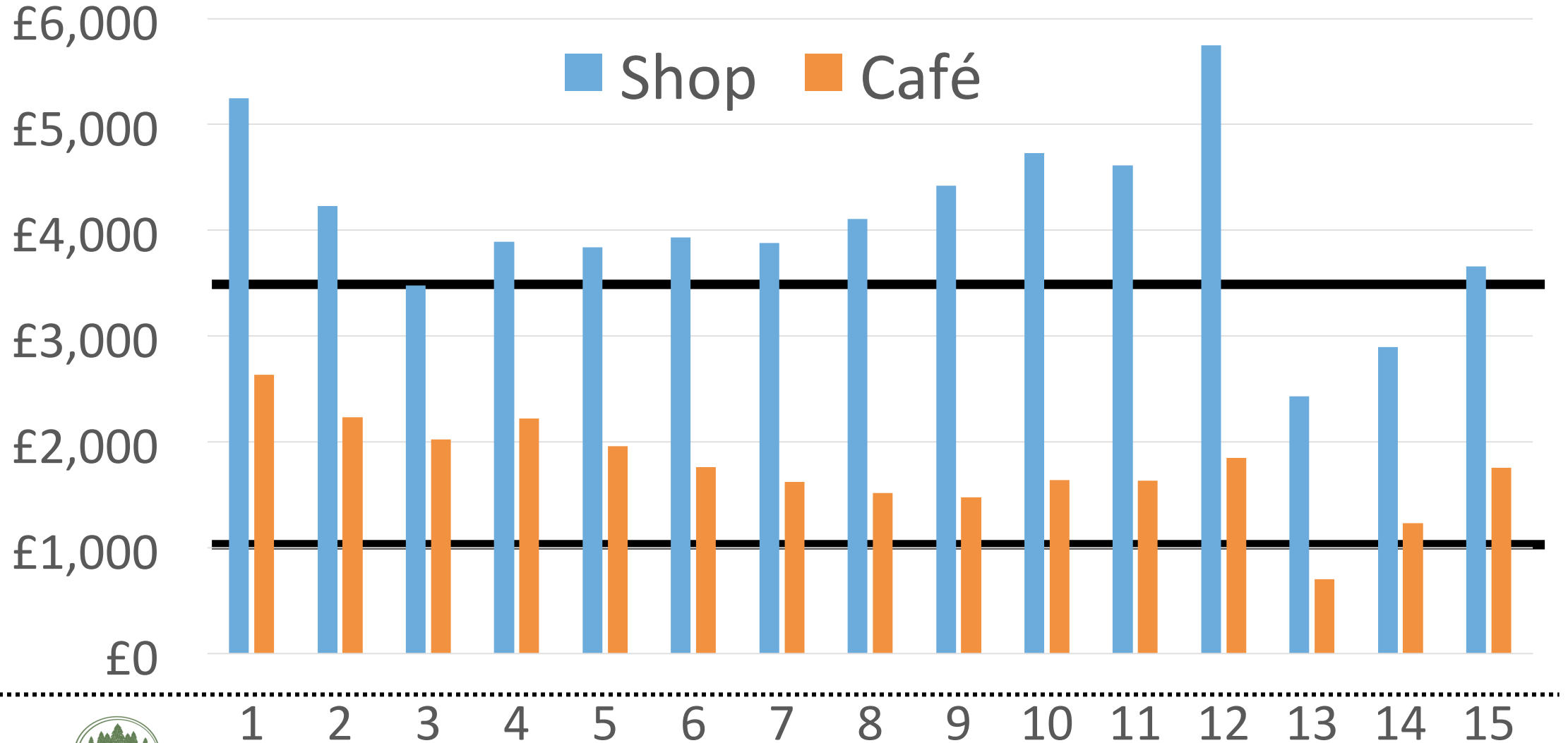
- Café £54.6k pa

- £150 per day 30 customers per day x £5

- Actuals

Trade per Day	October	November	December
Shop	£597	£568	£605
Café	£323	£239	£205
Transactions	171	147	124
Av Trans Value	£5.39	£5.49	£6.66

Turnover Each Week



Business Plan

- Target for year 1 – Breakeven
- Prices set at levels to achieve that
- Trade ahead of assumptions
 - Additional Staff Cost
 - Additional Kit
 - Period of Learning
 - Improving Processes and Systems
- Post Office Fee
- Believe that we will achieve better than break even

Impacts on Trade

- Customers mainly from the Village to date
 - Evident from Footfall and no of Newspapers
 - Impacts of Signage and Publicity
- Summer !
 - Other Community Shops Summer 50% up on Winter
- Attraction of our Fantastic Playground
- Attraction of the Post Office

Some Numbers – after 15 Weeks

- 257 Shaken Udders
- 3920 Coffees
- 4131 Newspapers
- 975 Sausage Rolls
- 66 Avocados
- 122 Tins of Baked Beans
- 2545 Litres of Milk
- 4522 Eggs

The Coffees

- Americano
- Cappuccino
- Espresso
- Flat White
- Latte
- Extra Shot
- Cafetiere
- Nescafe

The Coffees

- 1108 Cappuccino
- 997 Latte
- 873 Americano
- 755 Flat White
- 103 Espresso
- 48 Extra Shot
- 23 Cafetiere
- 13 Nescafe

The Worthy Burghers of Fittleworth read:

- 974 Telegraph
- 892 Times
- 803 Mail
- 337 Sun
- 184 Guardian
- 126 Express
- 53 i
- 53 Observer
- 66 Mirror
- 8 Star
- 1 People

Fittleworth Post Office

- Monday – Friday 08.30 – 17.00
- Saturday 09.00 – 13.00
- Your Local ‘Bank’
 - Withdraw cash
 - Pay cheques into your Bank
 - Travel Money
- All the usual Post Office Local Services



Fittleworth Post Office

Kitty Rapley
Fittleworth's
1st Post Lady



Volunteering

- What is it like to volunteer?
Ken Claxton

Volunteering: we need you

- Regular and Ad Hoc Volunteers
- Can you spare 2 hours per week?
- Other roles are available – not just working in the shop
- Forms available in the shop

Membership Strategy

- Community engagement
- Sustaining and developing the shareholder community
 - Just under 260 shareholders!
 - FCSL continue to accept share applications – forms from the shop
- Formal communications
- Volunteering

Surveys

- Shareholder and Volunteer Surveys Coming Soon
- Please do participate – your feedback is important!

Election of Member of Management Committee

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- Existing Management Committee Members
 - Alison Welterveden (Chair), Mick Foote (Vice Chair and Treasurer) Catherine Guyler , Sammi Leese, Shelagh Morgan (Secretary), Sally Tanner, Katy Warner
 - Rev'd Colin Datchler (previously a co-opted member to the Committee) - Resigned August 2018
- New Member Standing for Election
Yvonne Foote

Any Other Business

Thank You for Coming