

# FITTLEWORTH COMMUNITY SHOP

## MINUTES OF THE SECOND ANNUAL GENERAL MEETING

25 JANUARY 2019 at 7 pm in the Village Hall

Present:

Management Committee

Alison Welterveden (Chair), Sammi Leese Mick Foote ( Vice Chair/Treasurer),  
Shelagh Morgan (Secretary), Catherine Guylar, Katy Warner

Approximately 50 shareholders

### 1. Minutes of the meeting held on 25 January 2018

The minutes were approved and signed.

### 2. Chair's Report

2.1 The Chair identified the highlights of the first year up to August 2018:

- Within a few weeks of the last AGM the funds required for the completion of the project had been raised.
- The lease for the land was negotiated and agreed with the parish council.
- The build project, managed by Mick Foote, was completed on time and on budget.
- The layout of the interior including shelving, equipment and fittings was designed by members of the management committee and installed prior to opening.
- The menu for the café was agreed with the objective of providing high quality food at reasonable prices. Kate Knight, a local caterer, was appointed to provide sweet and savoury items. Other local providers also supply items for the café.
- Suppliers were identified for stock for the shop. These included general suppliers and those supplying local produce.

2.2 The shareholders were informed of progress since August 2018:

- The manager and assistant manager were appointed.
- Volunteers were recruited to support the paid staff.
- A pre-view evening for shareholders was held in September 2018.
- Fittleworth Stores opened on 1<sup>st</sup> October 2018 with the official launch on 6<sup>th</sup> October.
- An additional member of staff was appointed to cover busy periods.
- Four local teenagers were employed for cover at weekends.
- The post office opened on 9 January 2019. Staff and some volunteers have been trained.
- The manager is leaving in February 2019. The assistant manager has been appointed as the new manager.
- The feedback received for the first quarter is very positive and trading is consistently above the business plan.

- Community benefit – the Stores are providing an information hub for the village, employment and work experience and a launchpad for further community benefits.
- The shop and café have quickly become a social hub for the village. Notices about public events are displayed and tickets sold resulting in more people attending.
- The objective for the next year is to consolidate and improve.

2.3 Thanks were expressed to all those who had played a part in the achievement to date – shareholders, donors, staff and volunteers.

### 3. Treasurer's Report

3.1 Accounts for the year to 31/8/2018 had been previously circulated. They had been prepared by Kreston Reeves and formally approved by the Management Committee.

3.2 The Treasurer informed shareholders that there was no requirement for the accounts to be formally audited because the annual turnover is no more than £10.2 million, assets are less than £5.1 million and there are less than 50 employees. The resolution that the accounts are not formally audited was **agreed**.

3.3 The accounts for the year to 31/08/2018 were approved.

3.4 The Treasurer provided an update on the financial situation since 1 September 2018:

- turnover in the shop and café had been consistently above the business plans through the three month period from 1 October to 31 December 2018;
- the forecast for the end of the financial year indicates a small surplus which is ahead of the business plan which forecasts break-even.

3.5 Plans are now in place to advertise in the press and with signage erected in the village.

3.6 The experience of other similar village shops in the area is that there is a substantial increase in trade in the summer months. Preparations are therefore underway for dealing with a higher volume of customers in both the shop and café.

### 4. Volunteers

4.1 Ken Caxton presented his experience of volunteering. Within the framework of 'Who, What, How and Why' he included the wide range of age and experience of the volunteers, the various tasks, organisation through the shift pattern, working alongside the paid staff who provide advice and support and the satisfaction of being involved in a project which has given heart back to the village.

### 5. Membership Strategy

5.1 Shareholders have received newsletters regularly throughout the year informing them of progress.

5.2 A survey will be sent to all shareholders immediately after the AGM asking for feedback on the performance in the first three months. A separate survey will be sent to all volunteers. A period of two weeks has been allowed for responses. These will be analysed and the results communicated to both groups.

## 6. Management Committee

6.1 The Chair thanked the members of the Management Committee for their commitment throughout the year.

6.2 The Secretary advised that the existing members of the Management Committee were standing for re-election en-bloc.

It was **agreed** that Alison Welterveden, Mick Foote, Sammi Leese, Shelagh Morgan, Sally Tanner, Catherine Guylar and Katy Warner be re-appointed.

6.3 One nomination had been received.

It was **agreed** that Yvonne Foote be appointed to the Management Committee.

6.4 The Chair expressed her thanks to all members of the Management Committee who had worked so hard throughout the year.

## 7. Questions Raised

7.1 In response to a question relating to tax relief on shares the meeting was informed that the paperwork had been submitted to HMRC and a response was awaited.

7.2 A question was raised on plans for improving the area at the front of the stores. Ideas for this are being discussed and work will be done when funds are available.

7.3 Community resilience – Chichester City Council will be asked about training available to help staff and volunteers to identify potentially vulnerable individuals.

The meeting ended at 8.45 pm