

Minutes of Ilington Village Shop Association Ltd Annual General Meeting

17th April 2012

Present: Alan Hobbs, Sue Norris, Rachel Heathman, Brian Major, Paul Hughes, Phil Gibson, Kirsten Day, Val Ransom, Dennis Presland, Maureen Presland, Joan Robinson, Dickie Fairer, Joan Tiddy, Kate Hobbs, Tony Ayliffe, Emma Schramm, Angela Brassley, Erica Williams, Rob Parkinson, Adrian Patch, Karen Smith, Barbara Major, Adam Fairs, Vicky Norris, Derek Lockett, Val Wheelhouse, Mr Wheelhouse, Andrea Arnold, David Arnold, Katherine Bainbridge.

Apologies: Su Wheaton, Fiona Robinson, Joyce Townsend, Richard Hanley, Julie Boulton

1. Welcome by Chair and introduction of committee.
2. Register of attendees confirmed.
3. Minutes of last AGM - approved.
4. Chairman's report including milestones, mission statement, funding and update – Attached
5. Secretary's report – Attached

Advised of websites for information – Village Hall, Parish Council and NEW shop website.

6. Treasurers Report - Attached

Accounts accepted/approved

7. RESOLUTIONS – requested show of hands

1. The Society shall dis-apply section 4 of the Friendly & Provident Society Act which requires the appointment of an auditor.
 - Proposed by Treasurer, seconded by Alan - All in favour
2. The Membership fee for 2011 shall be set at zero.
 - Proposed by Treasurer, seconded by Sue N – All in favour

8. Appointment of new management committee - There were no further nominations than those proposed at meeting. Karen Smith stepped down and Paul Hughes has become our new Treasurer. Thank you to all. All Agreed

9. Open Forum – Question about the continuance of the Post Office. It will remain the same for the time being - Monday and Friday mornings.

Thank you to all committee for work they have done.

Questions about stocking shop and opening hours – We plan to stock the shop with a wide variety of goods, based loosely on the previous shop and welcome suggestions. The opening hours will be 8am – 7.30pm to begin with. This will continue as long as we have the volunteers to help. We will stock newspapers, local produce and dog poo bags!
Suggestion for a post to tie dogs leads to.

Question about outgoings – We presently have the Co-op loan to cover the Managers wages and other outgoings for several months.

Question about loyalty card and how much people need to spend– We are still looking into what we can offer as a loyalty. We need 100 people to be spending about £25 per week to be viable.

Village Hall Management Committee (Rob Parkinson) - Rob thanked the shop committee and talked about the way DEFRA funding was administered. He thanked the people who have provided cash flow to keep the project going.

A time capsule was found under the VH. It was buried in 1962 (50yrs old) and Rob welcomed ideas of how we can celebrate and what we want to do with the contents.

Question about volunteers - We will be arranging a meeting/social event to bring together volunteers in the near future. Training will be given to all volunteers.

REPORTS

Chairman's Address – Alan Hobbs

Introduction

It's 10 months since the last AGM and it has been quite busy. 10 months ago we were starting to wonder if the project would ever get off the ground – we were pinning all our hopes on our grant application to the SWRDA RDPE programme being successful. The economic climate did not help! SWRDA were being abolished and the RDPE programme supporting rural communities was put on hold. We had come so far, being successfully promised several other grants to complete the funding package but they were all time limited and would only be awarded when all the funding was in place. The same was true of the quote from the chosen construction contractor Bovey Construction. If the RDPE bid was unsuccessful then we would have had to start again.

In October 2011 we finally got the good news that our application was successful and that the project was now fully funded and could go ahead. Several frantic weeks followed where we were chasing the other funders and negotiating with the Contractor before finally getting the contract with Bovey Builders in Jan 2012. Building started 1st Feb 2012.

Finance

The contract for the construction of the Shop, meeting room and store is for £240k with the work due to be completed end of June 2012. And ideally £30K is then needed to start-up the shop ready for trading

Funds for the project have been raised as follows

180K DEFRA RDPE

36K Ugbrooke Environmental

20k grant from the Plunkett CORE programme

20k loan from Co-op Finance

10K Dartmoor National Park

10k Plus from the community – sale of shares, slates, donations and fund raising

Total £266k - however it must be remembered that £20k is a 5 year Co-op loan which is being paid back monthly by direct debit.

The budget is quite tight and we are trying to apply for more grants to help us through the first year of trading. For the shop to work successfully we need to sell goods.

Building Progress

The building is on time and within budget. The good weather during March helped enormously. The roof is on and we are now getting down to the nitty gritty of fitting out. We are getting swamped with detailed questions about design of lighting, layout of shelving and counter, colour of walls and flooring in the toilet. We are trying to source second hand shelving and refrigeration from Co-op shop fitting suppliers which will provide a little slack with the budget.

Timescale

The building contract is due to end the third week in June – we should then have a complete shop and store room equipped with shelving, fridges and freezers ready to go. The lease for the shop from the Village Hall starts 1st July and will run for 6 years.

The plan is that we will then want to open as quickly as possible - ideally by Mid-July. It will take a lot of work stocking the shelves, training volunteers and manager and planning an opening ceremony. This is a time when we will be needing additional help.

Management Committee

During the year we have had two resignations from the committee: Martin Foster and Karen Smith. We would like to thank them both for their efforts on the project.

Two members have been co-opted on to the committee: Rachel Heathman and Paul Hughes have both been nominated to become management committee members. A proposal will be voted on later in the meeting.

Conclusion

The easy part of the project is now almost behind us. The next, making the shop work, is more difficult as it requires all our participation. It will rely on us all changing our habits a little - using the shop regularly and helping in it when possible. If the goods you require are not stocked then make it known. It is your shop and it is there to serve all our needs.

Secretary's Report AGM 2012 – Sue Norris

Hello and welcome to our 2nd Annual General Meeting. As secretary, one of my roles is being responsible for the record keeping of the Shareholders. We now have 178 shareholders (an increase of 50 since the last AGM). We would love to see more people of the Parish becoming shareholders as it gives you a say in how your shop is run. We have now sold 553 slates (75 more than last year). We are continuing with fundraising so we would really appreciate you talking to friends and neighbours about becoming a shareholder, buying slates or donating money to purchase something specific for the shop.

We hope you have all enjoyed reading the newsletters and that we have kept you up to date with all the news and progress. We will continue with the newsletter and maybe even expand - if there is someone who would like to be involved in this, please let me know. To keep everybody involved we plan to have a suggestion box in the shop and will welcome comments and requests.

We have an exciting new website for the shop, created by our Vice-chair, Su Wheaton. It includes news about the shop and village as well as recipes, walks, weather and local events. There are still some areas to update but it should be available soon.

Next week I will be attending a course to, hopefully, obtain my Personal Licence so that we can sell alcohol in the shop. We also have to apply for a Premises License which can take some time. We hope to have all this in place when the shop opens.

I am also involved in organising the volunteers and will be contacting people shortly to get more information about what people can offer.

Next Monday we will be interviewing for a part time Shop Manger. We have 3 interviewees and will let people know when we have a successful applicant.

Finally, thank you to all the committee for all their hard work (in front and behind the scenes). We are all so pleased to be able to see the fruits of our labour. Don't forget it is your shop - use it.

Treasurer's Report for the Year ended 31 December 2011 – Paul Hughes

Having only taken over the role of Treasurer in February 2012 this report will perhaps not be as detailed as some that you may have read before. Still, here goes.

You should have in front of you a set of accounts for the year ended 31st December 2011 prepared by our auditors for your consideration and should you have any questions I will do my best to answer them.

As you would have seen, the build is progressing nicely with an anticipated opening date of sometime around the end of June. However building works mean builder's invoices to pay and with this in mind the receipt of the loan from the Co-operative Soc and the grant to be forthcoming from the Village Core Programme are very timely.

In spite of this we would still be very appreciative for any future shares and slate purchases, because as they say 'every little helps'.

Finally, although this a community shop mainly run by volunteers it is no less a commercial venture than that of Tesco, Sainsburys or Asda and will survive or fail on the number of customers that come through the door. Therefore we need as many people as possible to buy from us as much as they are able to otherwise the venture will not be sustainable - it is in your hands.

Thank you.