

# Minutes of Islington Village Shop Association Ltd Annual General Meeting

**Tuesday 7<sup>th</sup> June 2016**

Present: Alan Hobbs, Sue Norris, Su Wheaton, Emma Schramm, Rachel Heathman, Kirsten Day, Paul Hughes, Phil Gibson, Kate Hobbs, Sylvia Thomas, Jenny Prior, David Bardell, Dennis Presland, Angela Brassley, Phil Thomas, Heather Miller, Rob Parkinson, Anne Parkinson, Adrian Patch, Ian Patterson, Sue Patterson, Val Ransom, David Underwood, Katherine Bainbridge, Phil Limb, Julie Boultby, Shirley Rowcliff, John Rowcliff, Sue Chapman,

Apologies: Brian & Barbara Major, Karen Smith, Valerie & Michael Page, Susan & David Harris, Maureen Presland, Sheree Sedgbeer,

Welcome by Chair and introduction of committee.

Register of attendees confirmed.

Minutes of 2015 AGM approved - proposed Su W, Second Emma S

Chairman's report including— Attached

Secretary's report – Attached

Treasurers Report - Attached

Accounts accepted. Phil Proposed and Angela Seconded.

RESOLUTIONS – requested show of hands

1. The Society shall disapply section 83 of the Co-operative and Community Benefit Societies Act 2014 which requires the appointment of an auditor.
  - Proposer Treasurer
  - ALL AGREED
  
2. The Membership fee for 2015 shall be set at zero.
  - Proposer Treasurer
  - ALL AGREED

## Nomination of Management Committee

The present Management Committee are: - Alan Hobbs, Su Wheaton, Paul Hughes, Sue Norris, Kirsten Day, Phil Gibson, Brian Major and Rachael Heathman. All except Brian Major have indicated that they are willing to serve a further year and their nominations have been received as follows. We will formally thank Brian for his contribution to the committee.

Name of Nominee	Proposed by	Supported by
Alan Hobbs	Sue Norris	Su Wheaton
Su Wheaton	Alan Hobbs	Kirsten Day
Paul Hughes	Phil Gibson	Alan Hobbs
Sue Norris	Sue Wheaton	Paul Hughes
Kirsten Day	Rachel Heathman	Sue Norris
Phil Gibson	Kirsten Day	Rachael Heathman
Rachael Heathman	Paul Hughes	Phil Gibson

Proposed by Dennis and seconded by Angela

As Brian has stepped down we now require a new member. Request to attendees. Please contact secretary for more information.

Funding available for Community Award. The committee have agreed that **£3,000** will be available for this year. Proposed by Emma and seconded by Rachael. Invitations for applications will be sent soon. We will liaise with the sub-committee. All agreed. Although this is less than last year, the shop has more expenses. Sub-committee proposed Angela as Chair, Nicky, Sandra and Sylvia (confirmation by email required)

Irregular Award Request - An application for £500 from Ilsginton Playing Fields and Recreation Association IPFARA. This is requested to help towards £2000 needed to secure a £20,000 grant to resurface and improve surroundings and access to tennis courts and bowling area. They already have over £600. Proposed by Kirsten and seconded by Su W. All shareholders present agreed.

## OPEN FORUM

Accounts question – How much of the loan is still to pay?..... One more year.

Note – Accounts are done although the Auditors report has not yet been received.

Brian Major – A present suggested for Brian – committee will organise.

Ring fencing funds – Have we thought about ring fencing for maintenance and interior work? Agreed that this was part of our on-going financial matters.

Make sure AGM info is in Parish notice boards next year.

# REPORTS

Managers Report – power point on request

## **2016 Chairman's Address**

Thank you for supporting the shop and coming along this evening! I hope you enjoyed our new venture, Smoothies!

### **How have we done?**

Overall the shop has had a very good year.

It is fully established as a vital part of the village with an increase in the number of customers and with many of our regulars doing a major part of their shopping with us. We are also seeing an increased number of tourist popping in with some visiting the village with the express wish of seeing the shop.

Our turnover has continued to rise year on year

And our volunteer numbers have remained very good with a healthy turnover of people.

Emma Sue and Paul will give more specific details in their presentations.

### **How has the shop helped the community?**

With your agreement the shop committee made £5000 available to support other village activities. Invitations were issued and adjudicated by a shareholder sub group. Our thanks go to Adrian Patch, Angela Brassley, Nicky Kerwin and Sandra Barnett for their efforts – Sue will give some more details of the award.

The following applications were received for the 2015 award:

1. £500 was requested by the **Friends of Ilsington School** towards a collection of **wooden toadstool-style seating stools** for the school field;
2. £250 was requested by the **Friends of Simms View** towards **Christmas**

**Craft Activities & a Party**, including transport to the event for elderly and normally housebound locals;

3. £250 was requested by the **Ilsington Netball Club** towards the purchase of a **kit-bag of equipment as well as affiliation fees**;

4. £750 was requested by the **Ilsington Preschool** for a **living willow dome installation** (including materials and ground preparation);

5. £60 was requested by **Ilsington School Council** for **classroom recycling boxes**;

6. £1,800 was requested by **Ilsington Village Hall** for a **portable stage**;

7. £1,500 was requested by the **1st Liverton Scout Group** towards the purchase of **replacement equipment necessary for week-long camps** (notably: tents, tables, benches, fridges).

As well as the direct donation to the village activities we have also sponsored several village shows in the village hall and supported the community markets.

Although we still didn't win any award from Plunkett - Devon Life published a very flattering article about the shop – Thank you Carla. *Copies on display*

### **Key events during the year**

There have been no major changes in the shop during the year. The shop works well and is very efficiently organised - there is little opportunity to improve on the layout we have .

The enlarged storeroom has made an enormous difference – we even have shelf space to spare sometimes.

A Loyalty card for teas and coffees was introduced and did boost sales although recently its use has reduced.

Through the year Emma and Kirsten have been exceptional in keeping the stock interesting with regular new lines and promotions to mark various seasonal events.

Anne has made an enormous difference to our vegetable sales increasing the range of items and buying in bulk.

Customers do like to find new things to try.

We are always very happy to receive requests for new stock items and any other suggestions.

Our latest trial is of smoothies, which you may have *tried before the meeting*. They do seem to be going down well especially in this warmer weather.

### **Plans and challenges for 2016**

The shop will have been open on 18<sup>th</sup> July for 4 years. During that time we have had the luxury of all the capital assets in the shop being new so they have been fairly reliable ( except for our freezers which continually seem to give problems).

This seems to be a generic fault with freezers!

We are now getting to a point when things will start to fail routinely.

Air conditioning, Chillers and more importantly the till and back office equipment.

We have had a major problem with the till over the last couple of months and I would like to thank all our volunteers for putting up with the uncertainty of not knowing from one shift to the other what new procedure they will encounter, be it not accepting credit cards, having to reboot the till, or having to wake up the till when it has gone to sleep!

We are busily investigating a new system and all that it entails in installing it. Whatever we decide it will create a fair degree of disruption in the short term! As volunteers and customers we ask you to bear with us.

Laterly in August we have a planned disruption when we will be having to empty the store room to fire proof to meet the latest building construction regulations the area and at the same time treat the floor of the village hall for woodworm.

Help will be required at the beginning and end of the two week process to moving all the stock from the store to the VH meeting room. Many hands will make light work!

No other major changes are planned but we will need to concentrate on:-

**Maintenance of what we have got** keep the shop exciting fresh with a few tweaks, maybe some redecoration

**Attracting more customers** so that we can continue to improve turnover there are still a lot of people in the village that we can try to persuade to use the shop.

**Encourage more young people** to help – work experience etc -

We always on the look-out for **new volunteers** – this has been very successful lately

**Encourage others to join the committee** – Brian Major has had to resign from the committee this year due to ill health. He is one of our founder members and more than anyone else is responsible for the design of the shop we have. We are not letting him go lightly and have made him an honorary member of the committee.

I guess we would all like to thank him and Barbara for their support and offer them all the support they need in the future.

**Finally - I would like to thank**

1. First management team of Emma and Anne supported by special buying consultant Kirsten for the smooth running of the shop and the marvellous range of goods.
2. Second the management committee beavering away behind the scenes
- 3. Third** all the growing band of volunteers and
4. most importantly our customers

Thank you all for your Support

## **Secretary Report AGM 2016**

Hello and welcome, thank you for joining us at this 6<sup>th</sup> Annual General Meeting.

I will update you on some of the jobs I am involved in as Secretary.

Shareholders – We have 194 shareholders. No new ones this year but sadly a few have died. It is not too late to become a shareholder and means that you can be part of voting on the Community Awards and other issues that may require a vote. Only £5, please ask for a form at the end.

Volunteers – 61 on our records. From age 8 to over 80. We have lots of regular helpers and some occasional,. All are essential and we always welcome more.

I am also involved as promoter for Villages in Action. The shop has supported events this year – puppet show, Clive Carroll and Jazz in the Village.

Community Award – We support lots of great causes last year – **power point attached** to show where money went and thank you from the groups.

Matters from last year –

Big Lunch has not been organised as previously mentioned. Further details to follow

Plastic bags – charging has been implemented and money goes to a local charity.

Laminated map – not yet organised – will bring up at another committee meeting.

Thank you for your support in continuing to make our shop one to be so proud of.

**Ilsington Village Shop Association**

**Treasurers Report 2015**

As I come to sit down to write this year's report I feel that we can reflect on another very successful year's trading.

As you can see our nett turnover increased by over £7000.00 breaking the £200,000.00 barrier and although costs have also increased this has resulted in profit before tax of £7314.00. Unfortunately we had to pay £1494 in Corporation Tax on this, in spite of the nature of our organisation but there is nothing we can do to prevent us from owning this – other than perhaps relocating our committee meetings in the Cayman Island but we thought that the travelling was a bit much for that.

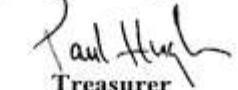
Although this profit is slightly down on 2014 this is mainly as a result of donating over £5000 to local good causes and so far there is no reason to believe that 2016 will be any less successful.

Another result of our trading position is that we are always able to pay all our debts in full at the time that they become due.

As I have said previously, for as long as the local community and holidaymakers continue to support us, buying from our, it seems ever increasing range of goods the future of your shop should be assured thus allowing us to continue to provide, not only this service but the ability to offer further funds to local good causes.

I think that the financial sheets that you have given are pretty self-explanatory but should you have any questions or comments regarding them please feel free to make them known

Paul Hughes

  
Treasurer

Ilsington Village Shop Assoc Ltd

7<sup>th</sup> June 2016

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