THE CHITTLEHAMHOLT VILLAGE SHOP ASSOCIATION LIMITED

The Annual General Meeting will be held at 7.30 pm on Thursday 17th October 2019, in the Village Hall Chittlehamholt.

MINUTES

1. Welcome and apologies.

   The chair welcomed the members to the meeting.

   Apologies were received from Gail Diprose, Helen Hollick and Andrew Coupe.

   A total of 17 members were present.

2. Minutes of previous AGM held on Wednesday 18th October 2018.

   These had been previously circulated and were unanimously agreed.

3. Matters arising from the previous minutes.

   - Ventilation in the shop – this remains an issue and will hopefully be resolved shortly by the addition of a grill to the shop wall to improve ventilation.
   - The installation of a water supply in to the shop was part of the proposed extension.
   - The external lighting has been improved.
   - Wastage – there has been a small increase in wastage this year, the it was accepted that whilst the provision of fresh products inevitably leads to some wastage it is considered as insignificant overall.
   - Members of the management committee has reviewed the benefits and any negatives in potentially changing the association status to that of a Community Interest Company. The treasurer highlighted that such a change would have tax implications. At this time the management committee were not proposing any change in the association status, but it would be periodically reviewed.

4. Management report for the year ending 31st May 2019.

   Presented by Tim Baker (Chairman), copy attached.

5. Motion: “The association agrees to receive unaudited accounts as permitted under the terms of the Deregulation (Industrial and Provident Societies) Order 1996”.

   Proposed by Malcolm Neal, seconded by Ron Thorne and approved unanimously.

6. To receive the accounts for year ending 31st May 2019.

The treasurer summarised the accounts which have been agreed by the committee. The figures do not change much from year to year, sales were slightly up by £500 (excluding stamps were £37k ex-VAT). The association made a loss of about £1k due to the depreciation, which is a non-cash figure. Excluding depreciation, the association made a small profit. The cash balance at the year-end was up by about £1k, but as a little more was owed to suppliers overall the situation about similar to the previous year. After 6 years of trading the shop remains viable, members were reminded that the Association is a not for profit association, but does need to make a small profit each year to remain viable. Tribute was paid to the volunteers, without whom the shop would not be viable. There were no questions.

7. Election of Management Committee for the coming year.

Nominated;

Tim Baker
Heather Baker
Phil Catchpole
David Ball
Malcolm Neal
Malcolm Palin
Andrew Coupe
Paul Sopp

No other nominations were received.

Proposed by Ron Thorne, seconded by Lesley Ball with thanks for the work of the committee. All nominated were elected by unanimous agreement.

8. Motion "to authorise the Management Committee to progress an extension to the shop funded by external grants". This relates to Section 106 funds being potentially available as a result of the High Bullen Hotel development. Section 106 funds are a contribution from developers towards the costs of providing community and social infrastructure.

The Chair outlined the background to the motion, with a proposal to increase the area of the building by 60%. Potential improvements would be a larger meeting place, a larger stock room allowing more bulk buying and potentially reduced costs, also a toilet for volunteers and public. It was stressed that the extension would only go ahead if external funds were available, principally from the S106 funds potentially available as a result of the High Bullen development. The chair opened the item for discussion, the points raised were;

- The proposed expansion would be the rear and left side of the existing building. Additional space should be fully utilized as empty space creates a poor impression and the shops needs to be seen as a thriving business when entering the building.
- The S106 fund stakeholders were the Parish Council, the village hall and the shop. Each would be required to make individual proposals to NDDC to gain access to the development funds.

- The associations lease allows for the proposed extension and the village hall committee were aware of the potential for an extension to the shop.
- The High Bullen development proposes 54 lodges which would effectively double the size of the village and significantly increase the potential customer base.
- Additional space would enable an increase in stock and the range of goods available.
- The proposed toilet would be to the rear of the existing building. There is potential to co-fund this with the Parish Council. On-going cleaning and maintenance were recognised as important issues and would need careful consideration. The possibility of PC funding for the running costs was raised. The chair stated that all these issues were up for discussion with all interested parties at the time a decision was made.
- There would be consultation event for the design and other details at a later date when the funding is closer to being secured.

The motion was proposed by Pete Ayley and seconded by Alison Sopp. It was approved unanimously.

9. Open Forum.

The chair thanked the volunteers and other shareholders for their support and introduced the open session for members to give their views on the future of the shop.

The President wished to record a vote of thanks to the volunteers, stating that they do a stirling job and without them we would not have a shop. This was unanimously agreed.

The number of volunteers continues to of concern. If the number declines further we may need to have to look at closing the shop for some sessions. Members agreed that there was a need to advertise and promote volunteering, also having some volunteers to provide relief to those volunteers who continue to be committed but should not be taken for granted. The option of flexible shifts had been discussed by the management committee and would be offered.

The author of the village blog had asked that the meeting be informed that to date there had been over 58,000 visitors to the website since it opened. The meeting was reminded that anyone wishing to advertise a local business (B&B, gardening etc.) was welcome to contact the blog on author@helenhollick.net.

No other items were raised.

Members wished to record their thanks to all the volunteers, the chairman, Treasurer and committee members for their efforts on behalf of the association.

The meeting closed at 9.30pm