



FRENHAM VILLAGE SHOP

COMMUNITY INTEREST COMPANY (CIC)

Serving Frensham and Docketfield in West Surrey



ANNUAL GENERAL MEETING

Thursday, 5th May, 2011 at 8pm

Marindin Hall,

Frensham.

MINUTES

1. Introduction and Apologies

Present: David O’Gorman (Chairman), Charles Maxwell (Vice Chairman), Patrick Rendell (Secretary), Nick Houston, Len Davis, Mayonne Coldicott, Chris Haines, Kerry Weeks, Sue Wicks, Andy Barker, Seb Fox, Don Nel
Twenty three residents of Frensham and Docketfield.

Minutes: Janice Davis

Apologies: Mike Millerchip, Caroline O’Gorman, Geraldine Williams, Ian Milne, John Nettell, John Heap

David O’Gorman welcomed everyone to the meeting and apologies were given.

2. Minutes of Previous AGM held on Tuesday, May 4th 2010

The minutes were approved by the meeting and signed by David O’Gorman as a true and accurate record.

3. Approval of Accounts.

In the absence of the Treasurer, the Chairman read the following statement:

“The official trading result for the year was a loss of £2442. However, there is what I call “The elephant in the room” – the Portacabin.

We are bound to depreciate the Portacabin by the sum of £2850 every year for 5 years. This drives us into a loss during this 5 year period which would come to an end the year after next – if, that is, we have not sold the Portacabin before then.

Without this cost to the business, the Shop will have turned in a small profit of £438. This should be viewed against profits of £1361 in 2009 and £1085 in 2008. Both these figures are before the depreciation of the Portacabin has been taken into account.

So not an outstanding year which was perhaps to be expected as people slowly became aware of how the results of the credit crunch would affect them. A number of local people have, I know, lost their jobs as the businesses at which they worked went to the wall and others are hard pressed.

While turnover rose slightly ie 1.1%, the income from the Post Office was down by £900 and this was partly responsible for the fall in profit. Some £600 of this was an increase in Post Office pay costs, year on year, although these are level with where they were 2 years ago.

Other costs were well contained, rising by just 0.7%

The balance Sheet shows that the loan bonds total £32,470 while our assets total £53,910, of which £8365 is mostly the present value of the portacabin. We had nearly £38000 in cash and in the bank and £1100 owed to us. We also held £3045 in capital reserve and £8712 in stock.

Against this, we owed £2228 – reverse credit balances, amounts due to suppliers, VAT due to HMRC, and Corporation tax.

So the balance sheet was reasonably healthy at the end of 2010.

Of course, we can't continue to trade at a loss but we are cautiously optimistic that we will be able to sell the Portacabin as a fully fitted out shop and this should put us back on the right profitable track. Mayonne will give us an update on her Portacabin marketing efforts under AOB as I'm sure that you will be interested in how we are doing on this seriously important issue for us.

Meanwhile, I want to record that John Nettell has worked wonders in taking over from Paddy and we are deeply grateful to him for producing these accounts for us. I must also record our thanks to Len Davis for producing the trading results every week for us.

It is probably as good a time as any to talk about John not being able to continue in his present role as Treasurer which he will give up in its present form at the end of this month because of commitments elsewhere. However, while we actively seek a new Treasurer, we are planning to take on a paid book-keeper who will take on the detailed bookwork under John's guidance and John will produce the end of year accounts for us – if, that is we have been unable to find a new Treasurer before then.

Our paid book-keeper has agreed to take on this task until we find a volunteer able and willing to do this task for us. “

There were questions from the floor regarding the payment of Corporation tax and registration of the Shop as a charity. The Chairman said he would look into it. It was pointed out that while our village shop is registered as a Community Interest Company, most village shops belonging to the Plunkett Foundation are Industrial Provident Societies.

Phillip Jackson congratulated John Nettell on producing a good set of accounts which were clear and well laid out.

4. Chairman's Report.

The Chairman reported as follows:

“You have heard about the accounts which tell their own story but, from the committee's viewpoint and from the shop, the year was dominated by the terrible illness leading to Paddy Haines' death in October.

As you know, Paddy was 110% committed to the shop. If anything broke or otherwise went wrong, Paddy was phoned and he invariably sorted it – not necessarily uncomplainingly! He would give short shrift to anyone he thought was wasting his time. But the job got done, just the same. He was the proverbial tower of strength and has been very sorely missed.

I have to say at this point that it is of great credit to Committee members who have buckled to and dealt with the plethora of matters which Paddy dealt with, many of which we had no idea were being dealt with. Nick Houston and Mayonne Coldicott, in particular have had to work very hard on shop matters since Paddy left us.

You will all know by now how lucky we were to find John Nettell who volunteered to pick up the loose accounting ball and run with it. Paddy's system was everything one would expect Paddy's system to be – hugely complicated, very time consuming but absolutely accurate, but, with no handover, John was faced with an enormous task to move the accounting process on from where it was when Paddy left us.

The other major issue exercising us all in 2010 was the building of the new shop and, again, we were so lucky to find Andy Barker to project manage the fitting out of the shop for us. He has done this meticulously and has kept a very close eye on Arcadia, the developers, and has managed the rather vague division of responsibilities between what we were to be responsible for and what Arcadia should do for us.

Andy has also been very successful in raising grant monies for us from a number of sources and he should tell you about this when he talks about the New Shop later. And, while I am talking about raising money, I must record here that Sue Wicks has run a couple of very successful fund raising events for us – the Quiz evening and the wine tasting evening and is working on more such enjoyable events

Apart from one or two issues, the plans for the new shop looked very good and we much looked forward to it. We saw it as a facility which would allow us to up our game – to enable us to offer a better service to our community which, if we are able to do this, will ensure the survival of our shop for a long time to come.

Now the plans have become a reality and the new shop and post office open next month. A grand opening launch event is planned for 11 June with guests Damon Hill and Jeremy Hunt and with a number of tasting

tables for food and drink from local suppliers. It should be good fun and I urge you all to come along and enjoy it.”

In answer to a question from Maureen Stanford regarding the prospect of Reverse Credit being brought back, the Chairman replied that we were in the process of sourcing a new EPOS system which would offer the Reverse Credit facility. It was hoped that this would be installed some time during the summer. He also commented that the introduction of the credit card system was working well.

5. Re-election of Chairman and Officers

Chairman:	David O’Gorman	Vice Chairman:	Charles Maxwell
Company Secretary:	Patrick Rendell	Treasurer:	John Nettell
Minutes Secretary:	Janice Davis		

The Chairman and Officers were unanimously re-elected.

Proposed by: Colin Hall; Seconded by: Pat Telfer

6. Election of Committee

The following Committee Members were unanimously elected:

Andy Barker, Mayonne Coldicott, Sebastian Fox, Harry Glover, Nick Houston, Kerry Weeks, Sue Wicks, Councillor Mike Millerchip /Councillor Len Davis

Proposed by: Cathy Winter: Seconded by: Chris Haines

7. New Shop

Andy Barker, the Project Manager, reported that he had been liaising with Arcadia during the building. The shop was officially handed over on 11th April. There were still a few “snagging” items to be dealt with, but everything was on schedule to be complete by the 6th June.

Discussions with the Post Office had taken place and the PO would be closed at the end of 2nd June, and re-open in the new shop on 6th June.

Volunteers to help with the move on the 5th June were still needed and should contact Mayonne Coldicott.

- **Additional Funding**

There had been a lot of support in both Frensham and Dockenfield and in addition we had received grants from RaSP, the Farnham Institute Charity, and the Surrey Hills Leader Fund. We also hoped to sell the Portacabin as a “ready to go shop”, complete with shelving, alarm system etc. Mayonne would be talking about this later.

Guy Olden felt that thanks should be extended to the Parish Council for all their efforts over the past 5 years and without whom the shop would not be in existence, and also to the developers, Arcadia. Jenny Carter agreed and said that the new shop would be a great benefit to the village. The Chairman said he was in the process of writing an article for the Parish Magazine in which he would be mentioning the Parish Council’s role, and in particular Mike Millerchip, the Council Chairman.

Len Davis proposed a vote of thanks to Andy Barker, especially with regard to the immense amount of work involved in the application to the Surrey Hills Leader Fund.

Andy thanked Nick Houston, Mayonne Coldicott, and also Harry Glover, who had joined the Project Group following Paddy’s death. He also thanked Sue for her fund-raising efforts and said that the “new” chiller had been bought from funds raised.

- **Portacabin sale**

Mayonne Coldicott said that selling the Portacabin as a “ready-to-go” shop would make the move easier and was the best financial option. The Plunkett organisation had been very helpful and we had had 8/9 interested enquiries, with 2 villages seriously interested. The starting price was £20,000 and we had until next April before planning permission for the cabin ran out. Negotiations were in progress.

8. Any Other Business

There then followed some lively discussion, during which the following points were raised:

- **Feedback**
The Chairman said that the committee would welcome feedback on what the shop had to offer. Once the EPOS system is installed, it will give information on what products are actually selling.
- **New Shop Layout**
Nick Houston outlined the procedure used in deciding the layout of the new shop. This had involved preparing a full-scale mock-up in cardboard and testing it out in the More House School gym.
- **Newspapers**
Jenny Carter raised the question of the shop selling newspapers. The Chairman replied that we all agreed that this would be a good thing but an investigation last year by Paddy Haines and Len Davis, had concluded that this would not be viable. Len Davis said that we could not afford to become a main distributor, and as a sub-distributor it would, in practice, cost us money. Harry Glover pointed out that the Rushmoor shop sold pre-ordered papers only. The chairman promised that we would talk to Rushmoor again and publish the results in the Parish Magazine.
- **Volunteers**
Chris Haines said that as far as volunteers were concerned, people should not be put off from volunteering, as there were other jobs available for those not wanting to use the till.
- **Scarecrow Festival**
The Scarecrow Festival had been very successful and the shop would be benefiting from the funds raised. It would also fund a memorial bench for Paddy Haines, which would be located somewhere in front of the shop.
- **Increasing footfall**
The Chairman said that although footfall had gone down, turnover had risen by 1%. Several incentive schemes had been tried including money-off voucher schemes but the response had been poor. Only 3 x £2 vouchers had been cashed in so far and no £5 vouchers. The Parish Friends had also given out free £5 vouchers to new residents moving into the village. The new shop opening was being publicised in the Parish Magazine along with a voucher valid on the 11th June only. Any further suggestions would be welcome.
- **Cost of shopping**
In reply to a comment regarding the expense of shopping in the village shop, the Chairman replied that a "comparison" with a basket of staple items from Sainsbury had been undertaken last year, and the results had been very favourable. It was planned to carry out a similar exercise this year. Also the cost of travelling to other shops should be taken into account.
- **Deliveries to the house-bound**
The Chairman said that this had already been offered but there had been no take-up.

As there were no further questions, the Chairman thanked the audience for coming and closed the meeting.