

# *EAST KNOYLE COMMUNITY SHOP ASSOCIATION LTD*

## Minutes of the Annual General Meeting Held in the East Knoyle Village Hall on 6 June 2018

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
1.	<b>Attendance</b>  34 shareholders attended the 2018 Annual General Meeting of the East Knoyle Village Shop Association	All
2.	The Chair opened the AGM by welcoming everyone to the meeting. The original agenda was altered to ensure the outgoing Chair could present his report and formally sign off the accounts.	
3.	<b>Chairs Report</b>  2017 was a calmer year after the upheavals of the refit in 2016. The bedding in of the new layout along with the introduction of volunteers' suggestions for the day to day operation have helped tremendously.  The shop has been a lot less cluttered with deliveries etc. going through the back entrance keeping customer's shopping areas clear. There will always be wastage, as with any food retailer, but the aim is to be as efficient as possible. We are proud that our levels are low and have remained low with the equipment and space from the refit.  The collapse of our main wholesaler, Palmer and Harvey, in late 2017 caused a huge headache with several runs to Salisbury by various volunteers to keep some items in stock. The good news is that we are now registered with another wholesaler who, despite compatibility issues with our sales software, have become the main supplier to the business. Our thanks go to those people who did the "Salisbury Run" to Bookers cash and carry.  For the future a display sub-committee for interior changes including the window area is to be formed. Janeen, Paul and Kirsty Brunt have agreed to join the group, but the opportunity is open for anyone else to join and help make the shop even better.  There is a need for more openers and closers going forward. Shareholders were invited to think about signing up or putting someone forward that the committee might approach. Volunteer levels remain healthy with several new faces in 2017. Ann-Marie Dean has stepped forward as the main trainer so that we can have a standardised approach to training. We are very aware that our volunteers need to be compliant with basic rules when serving some of the products stocked by the shop along with their own and the customers' health and safety. The shareholders were asked to help promote the benefits of volunteering and being a vital part of the village life.	PE

#### **4. Accounts**

The draft Financial Statements were presented by the accountant from Moore Stephens (South) LLP. 2017 was a good year with a profit of £6,445 compared with a loss in 2016 of £9,779. The total equity of the Association stood at £46,855 compared to £40,355 in the previous year.

A briefing on the tax rules for the Association was provided and further discussion would be had with the Management Committee to ensure the Association was complying with the latest guidance.

Neil Southerden reminded the members that the Parish Council had suspended the annual rent for 2 years as its contribution to the refit funds. This period ended on 31 March 2018.

The accounts were signed off by Paul Egginton on behalf of the Association as a true reflection of the Financial Statement of the East Knoyle Community Shop Association for year ended 31 December 2017.

#### **5. Management Committee Elections**

David Webster and Martin Snell had resigned from the Management Committee. Sue Connolly had decided to stand down as the Association Book Keeper. The Chair warmly thanked all three of them for their support for many years. The Chair asked for any volunteers to join the Management Committee. None were forthcoming so a vote to retain the remaining Committee members was accepted by the AGM.

Sue James was elected as the association Treasurer; Dr Brian Williamson was elected as the Association Book Keeper and Ian Tait was elected as the Association Chair. Proposed by Diana McGill and Seconded by David Pickering.

The Management Committee will now consist of; Laura Coffin, Ann-Marie Dean, Paul Egginton, Janeen Evans, Jackie Gurney, Sara James, Vanessa Jones, Valerie Robertson, Toril Seger, Julie Setford, Sara Southerden, and Ian Tait.

Ian Tait then proposed a sincere vote of thanks to Paul Egginton for his unstinting efforts as the Association Chair. Unanimously agreed by all Shareholders.

#### **6. Appointment of Auditors for 2018**

The appointment of Moore Stephens LLP to produce the audit report for 2018 was proposed by Toril Segar and seconded by Martin Snell and unanimously agreed.

#### **7. Shareholder Subscriptions**

A proposal to retain the annual shareholder subscription at £5 was proposed by Neil Southerden and seconded by Paul Egginton. The AGM unanimously agreed the proposal.

#### **8. Any Other Business**

The chair asked if there were any other comments from the Shareholders. None were forthcoming.

The AGM closed at 8pm.

EKCSA Ltd – 17 Jun 18