

The Friends of Briantspuddle Post Office and Village Shop Association Ltd

Minutes of the Annual General Meeting held in

Briantspuddle Village Hall, Friday 14 April at 19.00

The Chair, Ali Chorley, opened the meeting and thanked everyone for attending.

Attendance

There were 31 members in attendance. Copies of the agenda, the accounts and the minutes of the last AGM were distributed.

1. Apologies for Absence

Apologies were received from 5 members of the community.

2. Minutes of the previous AGM of 29 April 2022.

The Minutes were accepted as an accurate record.

3. Matters Arising

The issues of extending the shop's opening hours and improving access to the shop had not been progressed. There was no easy answer to either and the new committee would have to address this.

4. Chair's Report

Ali described the many roles of the volunteers who support the shop and Post Office, the shop's new equipment, the practical work carried out to the building and the wider role that the shop and PO play in the community. She then said that her heavy work commitments meant that she would have to step down from the committee. See the full report at annex 1. No comments or questions were forthcoming from the Chair's report.

Following the Chair's report Richard (Killer) proposed a vote of thanks to Ali and Stuart (Chorley) for the work they had done. Ali added that, once she retired, she would be looking to volunteer in the shop again.

5. Treasurer's Report

A summary of the accounts had been distributed. For the period 2021/22 Ali had also acted as Treasurer. She set out the average shop transaction, the shop's 'best sellers' and the wider support the shop has provided to the community. She also explained the main reasons for the shop's trading loss for 2021/22. See the full report at annex 2.

A member asked what the donations to charities covered. Ali explained that a contribution had been paid to the village hall during Covid in recognition of the shop using the hall to control access to the shop. Once restrictions were lifted the shop continued to donate to the hall a lesser amount.

6. Decision on whether the accounts should be independently audited

Richard set out that the Co-operative and Community Benefit Societies Act 2014 does not require an organisation such as ours with a turnover of less than £10m per annum to have its accounts audited. However if 10% of the Society's members call for an audit at the AGM then there should be an audit. There was a debate about whether an audit should be carried out. The cost of an audit would be in

the region of £300-400. It was agreed that an audit would not be required this year but the new Committee might consider whether future audits should be carried out every 3 to 4 years, partly for transparency and partly to protect the Treasurer.

7. Election of Management Committee

The Association's constitution requires that all members of the Management Committee retire at the AGM. All current members of the Committee had indicated their willingness to stand for re-election with the exception of Ali Chorley and Megan Harvey. No nominations had been received.

The following were re-elected to form the new Committee:

Peter Head, Richard Killer, Chris Miller, Jo Neudegg, Cindy Read and Lesley Wilcox.

7. Annual Subscription

Richard Killer explained that a list of members is required to be maintained under the terms of the Cooperative and Community Benefit Societies Act 2014. Membership confers the right to vote at the AGM but imposes no liabilities. Members are defined as all Committee members, all volunteers who assist in supporting the Post Office and/or Shop and all supporters who attend the AGM. The list will be maintained and used solely in relation to the conduct of the management of the Shop and PO.

It was proposed and unanimously agreed that the annual membership subscription be maintained at zero.

8. Resolutions

No resolutions were proposed.

9. Any Other Business

i. It was suggested that we have some information in the shop about how it is run for the benefit of visitors.

ii. The Chair of the Parish Council, Sue Jones, was unable to attend the meeting. The Vice Chair, David Neudegg, read out a statement on her behalf. See annex 3. On behalf of the Council he then thanked Ali for her work as Chair of the Committee.

The meeting closed at 7.40 p.m.

Lesley Wilcox

Secretary

Annex 1 – Chair's Report

It is April 2023 and we have just finished what was my first 'business as usual' year with Covid mostly out of the way. The screen in the shop has now been taken down.

We continue to be supported by over 40 volunteers who give their time. Seven days a week we have people collecting stock be it papers, fruit and veg, meat and bread or bird food. Leonora (Sheppard) faithfully places the Sainsbury's order each week and organises the team who turn up to take it in and put it on the shelves. Lesley (Wilcox) coordinates the daily shop counter team making sure there is always someone there to welcome customers and, working alongside Chips (Badcock) and the Post Office team, keep the shop open 7 days a week. This is no mean feat in a small community.

As always, we've seen volunteers step down and some new ones start. It's always sad when someone gives up, for whatever reason, but it is really good to see new people, some for whom circumstances have changed or who are new to the parish, getting involved.

In the background, members of the committee make sure we maintain the building and manage the utilities and we were especially pleased to welcome Jo (Neudegg) on to the Committee as Treasurer this year.

Towards the end of 2022, Stuart (Chorley), who had been managing the shop on a day-to-day basis stepped down. We recognise the contribution he made as Shop Manager since 2020, particularly through his 'can do' attitude which ensured we all were well catered for.

We have seen some changes in the shop. We have a new freezer; the old one was old and was requiring defrosting weekly and often leaving a puddle on the floor. Many thanks to Lesley who kept it going for so long. We had to have the fridge repaired recently as it broke down but it is now back up and working. We also purchased an additional fridge to keep the fresh fruit and veg in ensuring it stays fresh as long as possible particularly during the summer months when the shop gets very hot. This was funded by a grant we received from the Council during Covid.

We have recently had an electrical wiring test carried out, all is safe and in good condition and we are covered for the next 5 years.

I'm also thrilled that the Village Hall and the Social Club have contributed to the cost of the wifi (that we installed to enable the use of Square) this year meaning the facility can be available to all users.

It is, I'm afraid, time for me to step down from the committee. My work outside is hugely demanding and I need to find a bit of space. Being Chair of Briantspuddle Village Shop will always be one of my achievements I'm most proud of. Becoming friends with so many whom I possibly might never have met and being part of this community is really important to me.

For me, the purpose of the shop – this Community Benefit Society – is to do just that – to be a benefit to this community. Obviously to be the place where you can go for a pint of milk but also to be the place where you can buy an aubergine or avocado. To be the place where you can find a friendly face, someone to pass the time of day with. To be the place where you can continue to contribute to your community by volunteering.

I want to thank those who have served on the committee with me, I appreciated your support. And I leave the management of the shop in good hands with those who continue. I want to thank all of you, customers and volunteers alike, for coming on the journey with me.

Ali Chorley

Annex 2 – Treasurer’s report.

Sales in the year ending October 2022 amounted to £62,395 which included £8,150 of newspaper vouchers. There were 9,027 transactions at an average of £6 per transaction although, unsurprisingly, Wednesdays and Saturdays with fresh veg in the shop have both the highest number of transactions and highest average value at £7.50 and £7.40 respectively. On average though that is around 25 transactions a day.

We sold 967 litres of semi-skimmed milk and bananas are up there at 829 kilos. 4,104 eggs and 580 fat balls – we have well-fed birds in the parish. Sales of fruit and veg account for 20% of sales, Sainsbury’s 19%, newspapers 24% (including vouchers), 9% butchers and 5% bread and cakes. We continue to support local artists selling 244 cards.

We were thrilled to support the selling of the new Sue Taylor/Leonora Sheppard book ‘A Short History of the Parish of Affpuddle and Turnerspuddle’ and are extremely grateful for the donation of a share on the profits from the book. We have also been pleased to have been able to support wider parish activities through the selling of tickets and lending our Square machine to allow groups to understand if/how card payments might work for them.

You will, however, notice from the accounts that we have made a trading loss of £875 in the year ending October 2022. This is for 2 key reasons.

Firstly, you will note the deterioration in the gross profit margin from the prior year, 11.5% to 9.2%. This is a result of the newspaper vouchers being discounted at Spar rather than being redeemed at face value. They give us a 10% discount on papers and the staff understood they needed to discount the vouchers as well. In the interests of full transparency I should have picked it up sooner but the error was not obvious until I reconciled the year-end statement from Spar. I have worked through the issue with staff at Spar and they are now redeeming the vouchers at full value. They also have made some contribution to historic transactions in the current year.

Secondly, we have unsurprisingly seen an increase in our overheads. In total our fixed running costs for the year were £6,632, an increase of £1,528. Electricity was a large part of this increasing by £412.

We had AGM and meeting costs during the year of £179; we had been unable to hold an AGM in 2021. We have also made contributions to the Village Hall recognising the support provided in use of the building, particularly during Covid. Within stationery there is the purchase of a label printer at £308. This was a one-off but not of sufficient value to add to the fixed assets of the shop.

Whilst these increasing overheads do need to be monitored, the level of sales we are currently reporting at a circa 10% margin should continue to cover the overheads and so we should not need to increase the mark-up in the short term.

In terms of the financial position at the end of 2022 we had £20,191 in the bank, a reduction of £2,919 on the previous year. This was in part because of the loss and in part due to increased stocks.

Ali Chorley

Treasurer

	2022	2021	2020	2019
Revenue				
Sales	54,245	62,129	38,527	24,699
Newspaper Vouchers	8,150	9,600	9,601	6,399
Grants/Donations/Fundraising			12,000	298
Total	<u>62,395</u>	<u>71,729</u>	<u>60,128</u>	<u>31,396</u>
Revenue excluding grants	62,395	71,729	48,128	31,098
Cost of Sales				
Opening Stock	3,323	3,020	2,203	2,626
Purchases	57,871	67,768	41,344	26,824
Closing Stock	(4,555)	(3,423)	(4,020)	(4,003)
Cost of Goods sold	<u>56,639</u>	<u>67,465</u>	<u>40,527</u>	<u>27,247</u>
	90.8%	88.5%	84.2%	87.6%
Gross Profit	<u>5,756</u>	<u>8,264</u>	<u>19,601</u>	<u>4,149</u>
Gross profit excluding Grants	<u>5,756</u>	<u>8,264</u>	<u>7,601</u>	<u>3,851</u>
	9.2%	11.5%	15.8%	13.2%
Expenses				
Wages	1,475	1,755	799	1,138
Card Processing Fees	631	685	38	0
Electricity	1,338	912	876	828
Insurance	331	355	324	295
Telephone	586	460	170	295
Rent	75			50
RCA fees				67
Stationery/postage	453	95	88	30
Meetings (Acid + hall bookings)	179	24	130	148
Compliance Testing - fire express	46	43	144	174
Repairs and Miscellaneous	616	703	610	135
Pest Control	324	72		
Donations to Charities	577		250	163
Loss on disposal of current assets				
Total Expenses	<u>6,632</u>	<u>5,104</u>	<u>3,429</u>	<u>3,028</u>
Net Profit / (Loss) before Depreciation	<u>(875)</u>	<u>3,160</u>	<u>16,172</u>	<u>1,121</u>
Depreciation	802	877	852	943
Net Profit after Depreciation	<u>(1,677)</u>	<u>2,283</u>	<u>15,320</u>	<u>178</u>
check to cashflow	(1,677)	2,283	15,320	178
Secretary of the Association		On behalf of the Committee		
		On behalf of the Committee		

BRIANTSPUDDE

FINANCIAL STATEMENTS
FOR THE YEAR 2022

Statement of Cash Flows for the period 01 November 2021 to 31 October 2022

	2022	2021	2020	2019
	£	£	£	£
CASH FLOW				
Opening cash resources at beginning of period	23,366	19,700	5,552	3,865
Add:				
Net profit / (loss) for period	(1,677)	2,283	15,320	178
Depreciation	802	877	852	943
	(875)	3,160	16,172	1,121
Working capital movements:				
Reduction/(increase) in debtors	(514)	174	(174)	193
(Reduction)/(increase) in creditors	(272)	585	317	(50)
(Prepayments)		50	0	423
Reduction/(increase) in inventory	(1,232)	(303)	(817)	566
	(2,018)	506	(674)	
Deduct:				
Capital expenditure			(1,350)	
Closing cash resources at 31 October 2020	20,472	23,366	19,700	5,552
Closing cash resources are represented by:				
Cash on hand at shop	281	255	355	356
Cash at bank with Barclays	20,191	23,110	19,344	5,196
	20,472	23,365	19,700	5,552

The financial statements were approved by the directors on 15 November 2022.
Signed on behalf of the directors: [Signature]
Signed on behalf of the directors: [Signature]

Statement of Financial Position
as at
31 October 2022

	2022		2021		2020		2019	
	£	£	£	£	£	£	£	£
ASSETS								
Non-Current Assets								
Current Assets								
Trade debtors	514				174			
Inventory	4,555		3,323		3,020		2,203	
Prepayments					50		50	
Cash at bank	20,191		23,110		19,344		5,196	
Cash in hand	281		255		356		356	
Total Current Assets	25,541		26,688		22,944		7,805	
Total Assets	29,710		31,659		28,791		13,154	
CAPITAL								
Opening capital		30,276		27,993		12,673		12,495
Retained earnings		(1,677)		2,283		15,320		178
Closing capital		28,599		30,276		27,993		12,673
LIABILITIES								
Current Liabilities								
Trade creditors	1,111		1,383		798		481	
Total Liabilities	1,111		1,383		798		481	
Total Capital and Liabilities	29,710		31,659		28,791		13,154	

The report is a representation of the financial position of the company as at the date of the balance sheet and is not intended to be a statement of the company's financial position.

Annex 3 – Statement by Sue Jones, Chair of Affpuddle and Turnerspuddle Parish Council.

It seems incredible that another year has passed since we gathered for the last AGM and to remind ourselves of what can be achieved by the community for the community. The Post Office and Shop has now celebrated its 20 years at the heart of our Parish and those Committee Members and volunteers who came before would be proud to see what has been achieved by those who have continued to step forward as they did.

To understand the enduring ethos that still guides this precious venture we need look no further than its name. There is one word which at first sight may appear superfluous to what is otherwise a statement of fact, but when you care to take a second look reveals the most important ingredient of its success, this is of course the word “Friends”.

The enduring quality of Friendship is a powerful force and, in this case, has resulted in a healthy and cherished Parish amenity which has always faced challenging times in an ever-changing world.

The Post Office and Shop took a stride forward during Covid in order to serve our community. A true hand of friendship which was greeted with much applause and gratitude. However, it was uncertain whether the changes made at this time could be sustained once lockdowns, mercifully, came to an end.

The answer to this question is clear every time you open the door of the shop. You are greeted by full shelves which hold a wider variety of choice. Continued support from the community has meant that fresh fruit and veg of the highest quality is served up along with specialities such as bread, pastries and an increasing array of local and international cheeses and much, much more. In short, we have a Post Office and Shop second to none.

The Granary out of which the shop operates is a beautiful building, but it lacks a traditional foundation. Whilst we can praise all aspects of the organisation and its building's architectural heritage, there is to me one enduring quality that offers up the real foundation that accounts for its success over a reach of more than 20 years – Friendship. Friendship is enduring and based on this the foundations of the Friends of Briantspuddle Post Office and Village Shop are solid and in very good shape for the future. For this our Parish is very grateful. Thank you.

Sue Jones
Chairman
Affpuddle & Turnerspuddle Parish Council
14th April 2023