

**MINUTES OF THE SECOND ANNUAL GENERAL MEETING OF THE ROADWATER VILLAGE COMMUNITY  
SHOP COMMUNITY BENEFIT SOCIETY**

**16<sup>TH</sup> OCTOBER 2019**

**PRESENT:** 43 members out of a total membership of 333 (list of names available from the CBS secretary). The meeting was therefore quorate, with more than 10% of the membership present.

**APOLOGIES:** Received from 37 members (list of names available from the CBS secretary)

**Welcome and Minutes of the Previous AGM**

The Chairman welcomed members to the meeting and congratulated all who helped with the recent move of the shop to temporary accommodation during the remaining period of building work.

Minutes of the first AGM were previously circulated and as there were no matters arising, they were adopted as a true record of the meeting, proposed by John Allen, seconded by Sandy Towler.

**Annual report**

The annual report was previously circulated to all members. The Chairman expanded on some key points:

1. The process for exchange of shares in the old company to the CBS has been completed, so people who were previously only members of the old company are now members of the CBS, taking the CBS membership from 283 to 333.
2. John Allen's role in preparation of the accounts was noted with appreciation.
3. Sarah Wetheridge, Shop Coordinator, expressed thanks to everyone who helps in the shop, using their professional skills or helping with general tasks. She thanked customers for their loyalty and encouraged everyone to give their suggestions for new suppliers (especially local producers) and products.
4. The Chairman noted that, as one of the donors to the project, Exmoor National Park reimbursed the planning fees for the extension and other building work.
5. He expressed appreciation for the work of the group (led by Ann Bernard and Pat Gubbins) who produced information on likely social impacts of the café/ community hub, as required for grant applications. More of this type of information will be needed for monitoring and he encouraged anyone with an interest in helping to make contact with a member of the committee.

**Accounts**

The accounts were previously circulated and the Treasurer noted that gross profit for the year 2018/19 was £59,000.

**Election of Management Committee**

The current committee of 5 members (Rob Wetheridge, Mary Coles, Cherry Bird, Debbie Dennis and Becky Millar) were elected at the 2018 AGM for a period of up to 3 years and are willing to continue in their roles for a further year. Since there were no nominations for additional members of the committee, no elections were required. It was noted that if the committee sees a need for additional skills or input, they can co-opt a suitable person at any point during the year.

The question was raised by Joanna Dyncuff-Hoad that it could cause difficulties if all 5 experienced committee members step down at the same time. The Secretary responded that this had been considered and the committee would ensure this did not happen, either by some members stepping down earlier or existing members seeking re-election after three years, which is allowed under society rules.

### **Auditing of Accounts**

The CBS accounts for this, our first full trading year under the CBS, were produced with John Allen's professional assistance, in line with the decision made two years ago for the two management groups to work together to ensure a smooth transition between the old company and the CBS.

This year's accounts were not externally audited but the membership may wish to consider whether the accounts for 2019/20 should be. Under society rules, we are not obliged to do this and should bear in mind that it would be expensive and time consuming. The Committee and John Allen do not feel it is necessary or best use of CBS resources.

### **RESOLUTION**

The resolution was put before the meeting that: **The CBS does not wish to commission an external audit for our accounts for the year 2019/20.**

The resolution was proposed by Alison Dietz and Seconded by Viv Edwards. On a show of hands, it was approved by the majority, with no-one opposing and two abstentions.

- John Allen clarified that although this year's accounts were not audited, they were examined by an external financial professional, in line with normal practice for organisations such as the CBS. This would also be the case for future annual accounts. He added that the average cost of an external audit is around £5,000.
- Jennifer Hand asked if in future the shop and café accounts would be together, John Allen confirmed that would be the case.
- Ann Bernard asked about the income from the post office under the new agreement with the CBS. The Chairman confirmed we receive a core payment of about £5,500 pa with commission from the business done. This is less advantageous than previous agreements, as anticipated, but better than feared.

### **Closing Remarks with Information Update**

The chairman once again thanked everyone who helped with the shop in many different ways over the year, particularly emphasising that volunteers provide important support to the paid staff and enable the shop to deal with a greater range of suppliers and products, giving us a major advantage over single private traders. He reminded the meeting that there will be further opportunities for input when the new shop and café open, including additional paid staff positions for the café and cleaning.

He mentioned that the shop has to pay a fee on card payments for purchases, but if a customer withdraws cash on their card, we receive a small payment, so it is advantageous to the shop if a customer withdraws cash and uses that to make a purchase rather than paying directly on their card.

Cherry Bird, Secretary, 18/10/19