

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

15TH OCTOBER 2020

Due to Covid-19 restrictions, the meeting took place online via Zoom. All documentation was circulated to the membership in advance, with voting slips for resolutions and new management committee members.

PRESENT: 26 members joined the Zoom meeting out of a total membership of 335 (list of names available from the CBS secretary). Although the meeting was not quorate, 53 people took part in voting (by email and post) on resolutions and nominees. Under our society rules (as advised by Plunkett Foundation) this makes the meeting quorate, since more than 10% of the membership participated.

APOLOGIES: Received from 10 members (list of names available from the CBS secretary)

Welcome and Minutes of the Previous AGM (2019)

The Chairman welcomed members to the meeting.

Minutes of the previous (second) AGM were previously circulated and there were no matters arising. The Secretary explained the process used for counting the email/ postal votes: John Evans verified membership of voters from the shareholders' register, Cherry Bird counted votes and Chris Marshall observed the proceedings. **48** members voted to accept the minutes with 2 abstentions. They were therefore adopted as a true record of the meeting.

Annual report

The annual report was previously circulated to all members. The Chairman noted that the overwhelming memory of the year was of the enormous building project, which took place over a very wet autumn, posing challenges all round. Plans for a grand opening event were put on hold because of Covid, but it is hoped to do something this year. Opening of the café in February was a great success. After lockdown, when it had to close, it proved very useful as a packing area, enabling us to support vulnerable and shielding members of the community with regular home deliveries. The café is now back in business, within limitations.

The Shop Coordinator reinforced points from her report, particularly emphasising the impact the improved physical environment has had on staff morale and customer satisfaction. The building work, tough and challenging though it was, has moved us from a cramped health & safety nightmare to a light, spacious and much safer place. She expressed appreciation for the huge amount of community input to the move into the village hall and back again and tolerance for the inconvenience of vehicles, noise and mud.

Accounts

The accounts had been previously circulated. In the email/ postal voting, **46** members voted to approve the accounts and 3 abstained, mainly on the grounds of needing further information. The accounts were therefore adopted. The Treasurer clarified the following questions raised:

- The large increase in depreciation is due to the building works and new equipment. This amount will continue at a similar level in future years.
- The creditors due in one year consist mainly of loan repayments due to SSEF. During the lockdown a 3-month “payment holiday” was offered by SSEF, which we accepted, but when it was realised that the shop was doing well it was decided to catch up the deferred amount in 2020/21 order to pay off the loan in the time originally agreed.
- The cost of repairs on the flat will be shown as an expense in the profit and loss figures for 2020/21.

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. A further 4 new nominations were received and since the committee can have up to 8 members only, an email/ postal vote was arranged. Results were as follows:

Diana Binding (proposed by Sarah Wetheridge, seconded by Ann Bernard)	42 votes
Kieren Berry (proposed by Flo & Jack Croucher, seconded by Philip Tytler)	34 votes
Karl Toth (proposed by Helen Ainsworth, seconded by Steve Eggar)	30 votes
Marion Peake (proposed by Simon Smith, seconded by Helen Knight)	26 votes

Diana Binding, Kieren Berry and Karl Toth are therefore duly elected.

Examining of Accounts

Last year the AGM made the decision that the meeting did not wish to commission an external audit, but the accounts would instead be examined by an external professional, to be arranged by John Allen. This is allowed under the 2014 Cooperatives and Community Benefit Societies Act if the membership agrees. The resolution to the effect that we would again have the accounts examined rather than audited was approved by **44** members with 1 vote against and 4 abstentions.

Closing Remarks with Information Update

The Chairman welcomed the new committee members and, once again, thanked everyone for their support. He mentioned some of the objectives and ideas being considered for the future:

- Installation of a 3.8 kW array of solar panels has already helped to reduce our carbon footprint and we will look to further decrease this, especially focusing on recycling and reduction in single use plastics.
- Construction of the shed will be completed as soon as possible.
- The information hub beside the café, as an important part of our plans, will be completed and stocked.
- A new shop sign has been designed by a local artist, Anne Farley and will soon be in place.
- Final signing off of building work is due in December, followed by final payment to Ware Construction.
- In line with the conditions agreed with our grant providers, we will set up systems for assessing the social impact of the shop and café, improving our energy efficiency, enhancing our marketing efforts and increasing the sustainability of what we do.

Cherry Bird, Secretary, 21/10/20