

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

**19<sup>TH</sup> OCTOBER 2022**

**PRESENT:** 39 members present in person (list of names available from the CBS secretary). Under our society rules (as advised by Plunkett Foundation) this makes the meeting quorate, since over 10% of the current membership of 331 participated in the meeting.

**APOLOGIES:** Received from 21 members (list of names available from the CBS secretary).

**Welcome and Minutes of the Previous AGM (2021)**

The Acting Chair (Mary Coles) welcomed members to the meeting.

Minutes of the previous (fourth) AGM were previously circulated and as there were no matters arising, they were accepted as a true record.

**Annual report**

The annual report was previously circulated to all members and is available for viewing in the shop information hub. The Acting Chair highlighted key points from the report, including our receipt of the High Sheriff's award for an excellent community enterprise. Mary noted that café trading has increased steadily since Covid restrictions were eased and that the launching of a refill service for household cleaning products is a positive step towards reducing single use plastics. This follows on from the success of the milk refill service, which is much appreciated by customers. Thanks were expressed for the hard work of all staff (nine) and volunteers (68) and for the inputs of the Saturday youth workers, of whom there are now four. Once again, the contribution of volunteers is key to our success, and as a gesture of appreciation an afternoon tea event is being planned for November.

**Accounts**

The accounts were previously circulated to all members, with no questions received. In the absence of the Treasurer, the Secretary (Cherry Bird) presented the accounts, noting that although turnover is slightly down compared with 2020/21, it is still higher than the previous year (2019/20), so the underlying trend is upwards. It should be noted that 2020/21 was "Covid year" and turnover was unusually high as more people shopped locally, however the post lockdown drop is in fact much smaller than we might have anticipated. A significant achievement was a refund of corporation tax paid in the last two years, based on a historic loophole in the regulations.

Profit before tax was down by 0.5% compared with last year and gross profit was lower by 0.8%. Overheads were up by 2%, so the main reduction in profit is due to higher overheads. Café sales were £9,432, costs were £3,155.81.

Overall, the committee believes this has been a good year for the business, although the current climate of economic uncertainty means we need to keep our eye on the ball.

As there were no further questions from the meeting, the accounts were adopted, proposed by Sheila Robertson, seconded by Andrew Benson and approved by a clear majority.

## **Election of Management Committee**

The Secretary confirmed that the current seven members of the management committee have agreed to continue and are not due for re-election. One vacancy remains, for which a nomination was received for Claire Sawatzki (proposed by Lynne Toms, seconded by Mary Bishop). Since there were no other candidates and no objections, Claire was considered elected. The committee therefore now has the full quota of eight members as follows:

Existing members - the second year of their second three-year term (year 5): Mary Coles, Cherry Bird

Existing members - their third year (year 3): Di Binding, Karl Toth.

Existing members - their second year (year 2): Sheila Robertson, Bruce Freeman, Simon Smith.

New member elected for first year: Claire Sawatzki.

## **Resolution**

The Secretary explained that in order to further improve governance and transparency, the committee wishes to adjust the procedure for deciding on larger expenditures. Currently Society rules do not require the committee to consult the membership before embarking on major capital expenditure, but the committee is suggesting this be changed. The following resolution was therefore put before the meeting (with a slight adjustment on the previously circulated version):

***The Management Committee is required to obtain membership approval for a single capital expenditure or project above £8,000. Below this figure remains at committee discretion.***

It was noted that does not preclude consultation for expenditures below this amount if the committee feels it is the best interests of the society.

The resolution was proposed by Mag Hatton, seconded by Nancy Marshall and approved by a clear majority.

## **Examining of Accounts**

As allowed under the 2014 Cooperatives and Community Benefit Societies Act, the resolution that John Allen should again examine the 2022/23 accounts, rather than commissioning an external audit, was proposed by Andrew Benson, seconded by Sandy Towler and approved by a clear majority.

## **AoB**

Two members expressed their concern about the planned new patio canopy, saying they preferred the patio remain as it is and they feared the new structure would reduce choice of seating and views. The committee explained that the current shading is temporary and we do not have planning permission to keep it in place. The new structure has planning permission and has been properly designed by a local architect and will not reduce the view or choice of seating for customers. This has been discussed at length and the decision is now final.

## **Closing Remarks**

The Acting Chair thanked those who had attended the meeting for their inputs. She also thanked all staff, volunteers and shareholders for their support during the year. The meeting closed at 7.32 pm.

*Cherry Bird, Secretary, 21/10/22*