

Huby & Sutton Community Shop Ltd

Annual General Meeting

Friday 25 September 2020 7pm

Memorial Hall, Huby

Present:

CHAIRMAN Denise Howard OBE, TREASURER Sara Ellis, COMPANY SECRETARY Lynn Wagstaff

DIRECTORS: Terry Wolf, John Micklethwaite, Adrienne Micklethwaite, Elaine Corden

MEMBERS: Hilary Dangerfield, Hilary Kilner, Jan Sinclair

- 1) Denise Howard welcomed all attendees to the fifth Annual General Meeting, being held subject to COVID19 social distancing regulations **Apologies:** Maurice Jones, Roger Teare, Katherine Wallis, Judy Sands, Marina Hilditch, Alison Kitchen
- 2) Minutes of AGM held on 3 October 2019 had been circulated, these were approved as correct, Proposed Terry Wolf, Seconded John Micklethwaite

There were no matters arising

3) Chairman's Report

We are a small group tonight, but thank you for coming to this, our fifth AGM of Huby & Sutton Community Shop Ltd. I'm sorry we won't be able to offer refreshments after the formal business this year.

This AGM and report covers the period 1 May 2019 to 30 April 2020 and no one will be surprised when I say it ended up being quite a challenging period.

Sara will be covering the finances so I won't dwell on figures except to say it was a very good year financially, due in part to the 6 weeks of 'lockdown' to the end of April and a £10k grant from Hambleton District Council which was received during April. In previous AGM's I have focussed on all the good things that have happened during the reporting period, but it all seems so long ago and overtaken by events beyond our control, so forgive me if I forget to mention anything pertinent from May 2019!

The Covid-19 pandemic and lockdown meant that our turnover doubled almost overnight. As demand increased from customers – with queues out of the forecourt and up Main Street - many supplies became difficult to source particularly from our wholesale suppliers. Our local suppliers such as Clarks, Hartleys, Thorntons and Paynes continued to supply and deliver. Bookers, Turner & Wrights and even Warburtons were not so dependable.

For weeks our wholesalers were unable to supply flour, toilet rolls, tinned tomatoes.....but for the most part, the shop was able to find supplies elsewhere due entirely to the hard work throughout lockdown of Elaine, Sara and myself including sourcing flour from a biscuit factory in Yorkshire and buying up stock from other stores wherever we could find it.

We persuaded a fruit and veg wholesaler who previously only supplied hotels and restaurants (and their own shop in Bishopthorpe Road) to do regular deliveries to Barkers and filled the forecourt with fresh fruit and veg.

To cope, we added a gazebo to the forecourt so that we could display increasing amounts of fresh fruit and veg. We had queues up Main Street as people chose to shop local and avoid the supermarkets.

In March the MC held an emergency meeting to plan for lockdown, and we launched the Good Neighbour scheme on the day lockdown was announced. 30 new GN volunteers were recruited to shop for house-bound residents, which Hilary Dangerfield co-ordinated.

As over half of our regular shop volunteers had to stay home, we were pleased to be able to recruit around 15 new volunteers to help. This was a huge amount of work for Terry on training and organising, but the new shop volunteers proved essential during a busy few months. It was lovely to welcome some younger volunteers home from university and everyone who got involved enjoyed being of service to the community and part of the Barkers Team.

The PO continued to open as normal throughout and became even busier when Easingwold PO closed for a couple of weeks.

We had to implement some policy and operational changes to comply with new rules and minimise risk to customers, volunteers and employees from Covid-19. A lot of work fell to a handful of willing people.

March and April were extremely busy, challenging months for the MC and volunteers and I'm grateful for everyone who stepped up and helped get us through it. For a small shop, entirely run by volunteers, everyone did amazingly well and helped us navigate the every-changing situation.

It looks like we will have a difficult few months ahead, and we have been making additional plans for managing stock with the purchase of a bespoke storage shed on the forecourt. This should be operational around 10 October.

So what else happened during the period to 30 April apart from a pandemic?

Adrienne continued to look after several different DOE young volunteers and we recruited a new weekend assistant Amy Newton.

The MC did a study visit to Church Fenton Community Shop in February which was enjoyable and educational and they were generous with their help and information.

We held an enjoyable 4th birthday BBQ breakfast celebration in May 2019 – those were the days when we could socialise and meet!

And in June last year we held a thank you summer party for all our volunteers in my garden. Pizzas from the garden pizza oven, wine and good company made for an enjoyable evening although it does seem a lifetime ago at the moment.

I'll take questions after the report from our Treasurer.

4) **Financial report:** Presented by Sara Ellis

Good evening everyone, it's nice to see you all in these strange and trying times.

I have served another year as Treasurer of the Society....time does fly byand can report that the annual accounts and Financial Summary for the period 1 May 2019 – 30 April 2020, have been prepared by Clive Owen & Co accountants, and have been approved & signed by the MC.

We use cloud-based software to maintain our book-keeping which our accountants have access to at any time. As treasurer, I undertake the weekly management of all supplier invoices and check these against any delivery notes or shop orders, before adding them to our ledgers for payment. Denise and I have online access to our bank account with Santander and we pay suppliers weekly by BACS.

We continue to operate a statutory pension scheme for the eligible staff who work in the Post Office, and this is also administered by Clive Owen & Co on our behalf. They also prepare & submit payroll details to HMRC monthly from information supplied by Denise.

The society reports to the Financial Conduct Authority and we will shortly submit the annual return to them.

You will see from the Summary Accounts we have generated a healthy turnover of £309,553 and made a pre-tax operating profit of £25.5k.

This turnover is an increase of £24k compared to the previous year and was due to more customers using the shop more often and spending more during the lockdown period, and April sales included within these accounts, reflected this.

Additionally, we received a £10k grant from Hambleton Council in April. The grant was not spent in the financial year to 30 April but will be used in the current year on the various shop improvements which Denise mentioned in her report.

The balance sheet shows healthy shareholder reserves of over £60,000 at 30 April and providing shareholders, customers and volunteers continue to use and support the shop, the MC is confident the society is in a financially sound position to continue.

I am happy to take any questions on the accounts.

The accounts were approved by those present.

- 5) Election of Committee: There are currently nine members on the Management Committee, Maurice Jones and Roger Teare are standing down at this AGM. There has been one nomination for a new member, Mr Stephen Colquhoun, his appointment was approved by those present. Mrs Howard explained that there was another vacancy on the committee and would welcome nominations for another member.

- 6) Appointment of Accountants: The members approved the recommendation of the Management Committee that Clive Owen & Co should be appointed again.

- 7) AOB:
 - Charity of the year: nominations were received for several charitable organisations, the majority of these were for Huby Village Memorial Hall.
 - Feedback: Terry Wolf said that there had been a lot of new volunteers during lockdown, which initially had proved challenging with training, but everyone involved said they enjoyed their time in the shop and would be willing to help in the future as appropriate. Some had never been in the shop before and were surprised to see the amount of stock. Terry Wolf welcomed back volunteers who had been shielding.
 - Good Neighbour scheme: Hilary Dangerfield co-ordinated the volunteers, who helped residents who were isolating during the lockdown, thank you to Hilary for her support.
 - Thank you also to the volunteers who came into the shop when closed, to help with cleaning, stocking shelves, washing aprons and bagging up of sweets.
 - A new bespoke shed has been ordered which is due to be installed during the first week of October. It is 20' x 6', will include shelving for fruit and vegetables, fridge, freezer and freestanding shelves for stock. The existing veg store has been sold.

 - Finance: We currently have £40k in reserve and £20k in the current account. As we are unsure of David Barker's plans for the future, we need the reserves in the event of having to find new premises should David wish to sell.
We changed banks in the last year from HSBC to Santander, there were a few problems initially, but we are now being charged significantly less for banking.