



**BISHOP WILTON
COMMUNITY SHOP & CAFE**

3rd ANNUAL MEMBERS' MEETING

Monday 21st November 2022 7.30pm
Bishop Wilton Village Hall

AGENDA

1. Establishing quorum & welcome
2. Chair's report
3. Shop Manager's report
4. Questions
5. Treasurer's report
 - Accounts for year ending 30th June 2022
 - Resolution to appoint reporting accountants
 - Resolution on June 2022 position
6. Secretary's report
 - Membership Strategy
 - Amended society rules and associated policies
 - Resolution to adopt new society rules
7. Management Committee elections and declarations
8. The future...
9. Close



CHAIR'S REPORT

Thank you to all...

- our members
- our volunteers
- our customers
- our committee
- our staff



CHAIR'S REPORT

Management Committee changes during the year

We said goodbye to...

- Rory Innes

We said hello to...

- Caroline Fuller



CHAIR'S REPORT

Employment of paid staff

- Sue Dixon
- Ruth Mardall



Casual workers

- Archie Rowland
- Ellie White
- Sophie Warburton
- Luci Dempster



MANAGER'S REPORT

The story this year...

- 2nd Birthday Celebrations
- Volunteer Party at the Fleece
- Refresher Training Session
- New Cafe Tables
- Fruit & Veg Survey
- Bishop Wilton Show Stand
- Power Cut - a long one!
- 100,000th Customer
- Covid Screen Taken Down
- Halloween Events



MANAGER'S REPORT

Volunteers

Recruitment & Training:

- Recruitment Drive
- Single Shift Working
- Admin Volunteer
- Refresher Training Event
- Weekend Casual Staff
- Summer Temp

Outcomes:

- 19 New FOH Volunteers
- 4 New Non FOH Volunteers



MANAGER'S REPORT

Front of House Shifts

Some Statistics	J/A/S/O last year	J/A/S/O this year
Shifts filled by volunteers	828	773
Shifts filled by casual workers	58	73
Shifts filled by Shop Manager	46	82



It has been a struggle at times, but we have stayed open 364 days!

THANK YOU!

MANAGER'S REPORT

Volunteer Benefits over past year:

- Party at the Fleece Inn - 3rd March
- Volunteer Discount Card
- Volunteer Prize Draws

These will carry on for the next year - date of annual party to be announced in due course.



MANAGER'S REPORT

Products

- Good value grocery
- Everyday household essentials
- Quality local produce
- Cafe and Takeaway
- Alcohol and Tobacco
- Newspapers
- Bishop Wilton branded
- Curated range of gift items



Across all of our products we have worked on a “best value” approach to address price inflation and have restricted price increases.

MANAGER'S REPORT

What's New:

- Organic Vegetables - Brunswick Nurseries
- Laverack's Orders
- This year's Christmas range!

Coming Up:

- Staal Smokehouse Orders

2021/22 Statistics:

Number of new Products:	152
Number of new Suppliers:	7 local 4 national



MANAGER'S REPORT

Cafe

We had record cafe sales in October.

Current offering: drinks and cakes - proved very popular!

Development restricted due to:

- Space
- Needs to be manageable alongside shift tasks (no prep or making up)
- Needs to be quick and simple to avoid queues at till

**What's to come? Possibly a hot pie warmer!
Maybe some homemade cakes? Watch this space...**



MANAGER'S REPORT

Community hub

- Regular groups now using the Hub: the “Tuesday Club”, various groups of cyclists/walkers and locals bringing visitors to the shop for coffee.
- Pumpkin workshops ran again this year.

THERE IS A LOT OF SCOPE FOR DEVELOPMENT!

What would you use it for??



BISHOP WILTON
COMMUNITY SHOP & CAFE



MANAGER'S REPORT

Design & branding

New additions:

- Jute Bags - 3 colour choices
- Mug and tea towel - new design
- Bishop Wilton Beanies
- Rhubarb Jam
- Festive Fig Chutney



MANAGER'S REPORT

And finally... what this year may have looked like on the surface:



MANAGER'S REPORT

What it was like in reality...



Questions?



BISHOP WILTON
COMMUNITY SHOP & CAFE



PRESENTATION OF ACCOUNTS

BISHOP WILTON COMMUNITY SHOP LTD
STATEMENT OF INCOME AND RETAINED EARNINGS
YEAR ENDED 30 JUNE 2022

	2021/2	2020/1	
	£	£	Change
Sales	236,235	222,949	6%
Purchases	174,655	165,162	
Gross profit	61,580	57,787	7%
<i>Gross margin %</i>	26.1%	25.9%	
Wages	26,528	20,902	
Depreciation	7,442	6,642	
Other expenses	12,200	12,672	
Profit on trading	15,410	17,571	-12%
<i>Profit on trading %</i>	6.5%	7.9%	
Donations	2,115	375	
Lottery grant	2,000	2,000	
Interest receivable	473	108	
Profit before tax	19,998	20,054	0%
Tax on profit	0	1,348	
Profit for the financial year	19,998	21,402	

PRESENTATION OF ACCOUNTS

BISHOP WILTON COMMUNITY SHOP LTD
STATEMENT OF FINANCIAL POSITION AT 30 JUNE 2022

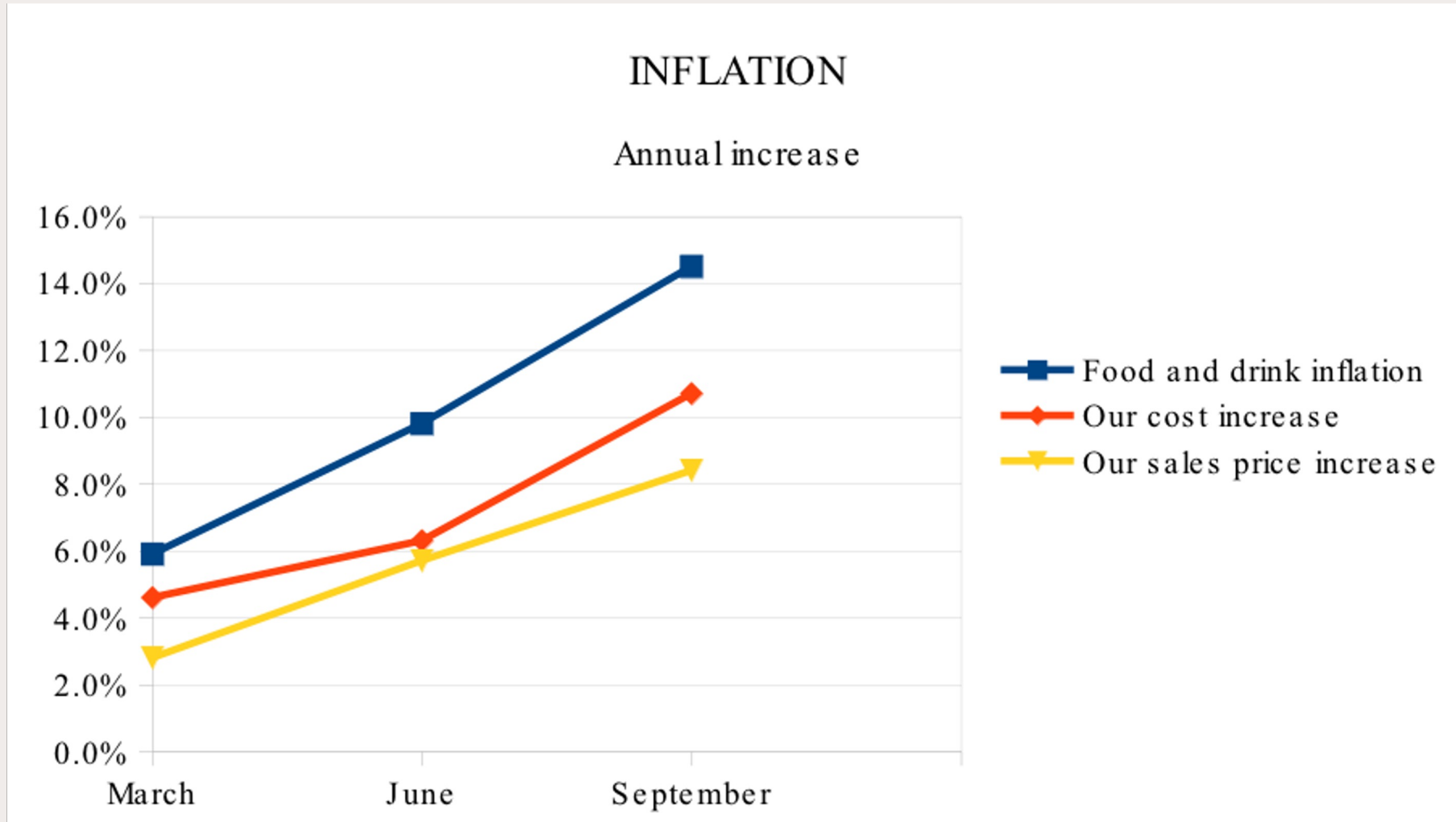
	£	£
Tangible fixed assets		48,649
Current assets		
Stocks	10,755	
Debtors	1,773	
Cash at bank and in hand	80,749	
	<u>93,277</u>	
Current liabilities		
Trade creditors	2,568	
Social security and other taxes	2,825	
Other creditors	11,263	
	<u>16,656</u>	
Net current assets		76,621
Net assets		125,270
Called up share capital	47,720	
Profit and loss account	77,550	
Members funds		125,270

AUDITORS & ACCOUNTANTS

**Resolution to disapply
appointing auditors**

**Resolution to appoint David
Cadwallader & Co as reporting
accountants**

PRICES



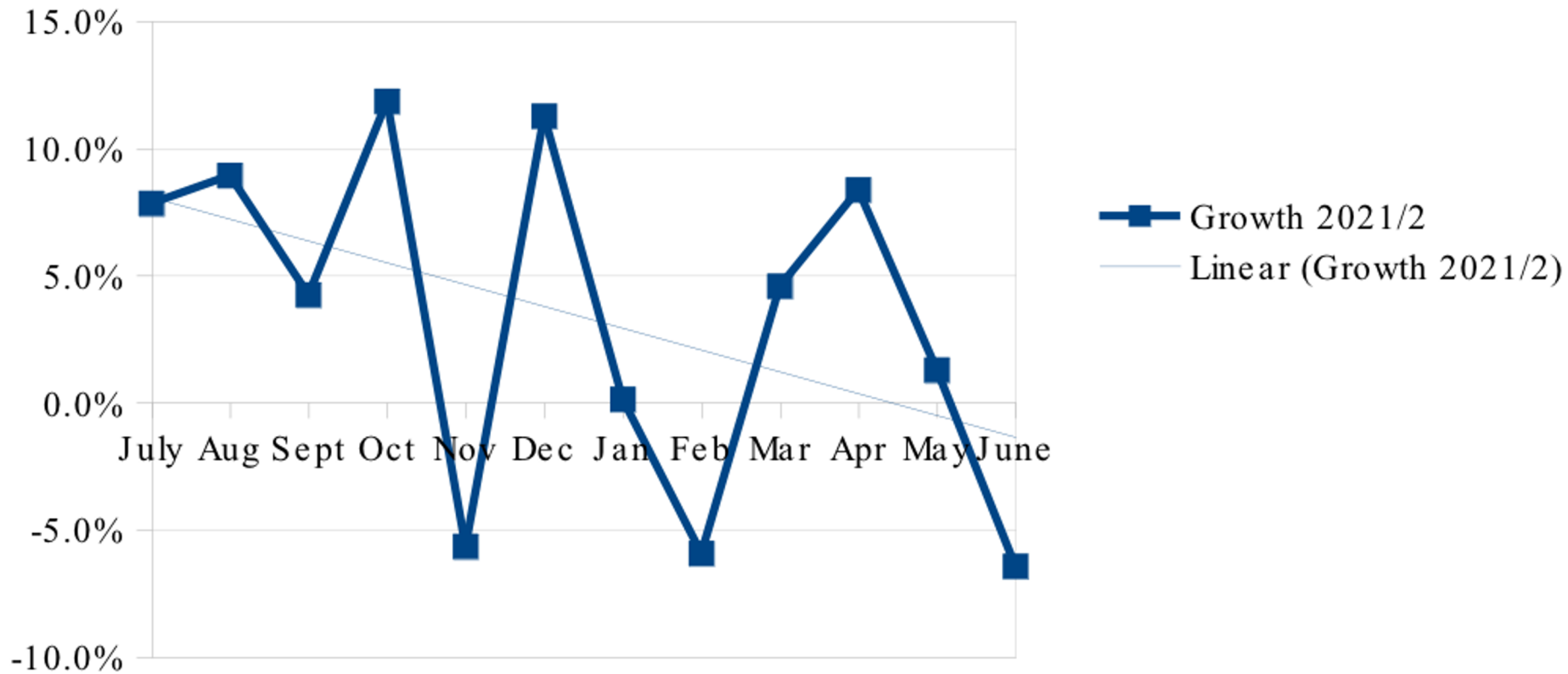
ELECTRICITY PRICES

	Cost per year £	% of Gross profit
Until 11 October 2022	2,700	4%
Renewal quote for year to 11 Oct 2023	12,400	20%
Best 1 year rate available on 1 Sept when renewal quote accepted	17,700	29%
Annual rate net of government support until 31 March 2023	4,200	7% ???
After March 2023	UNKNOWN	UNKNOWN
Best current 1 year rate	13,500	22%

SALES TRENDS

SHOP SALES GROWTH

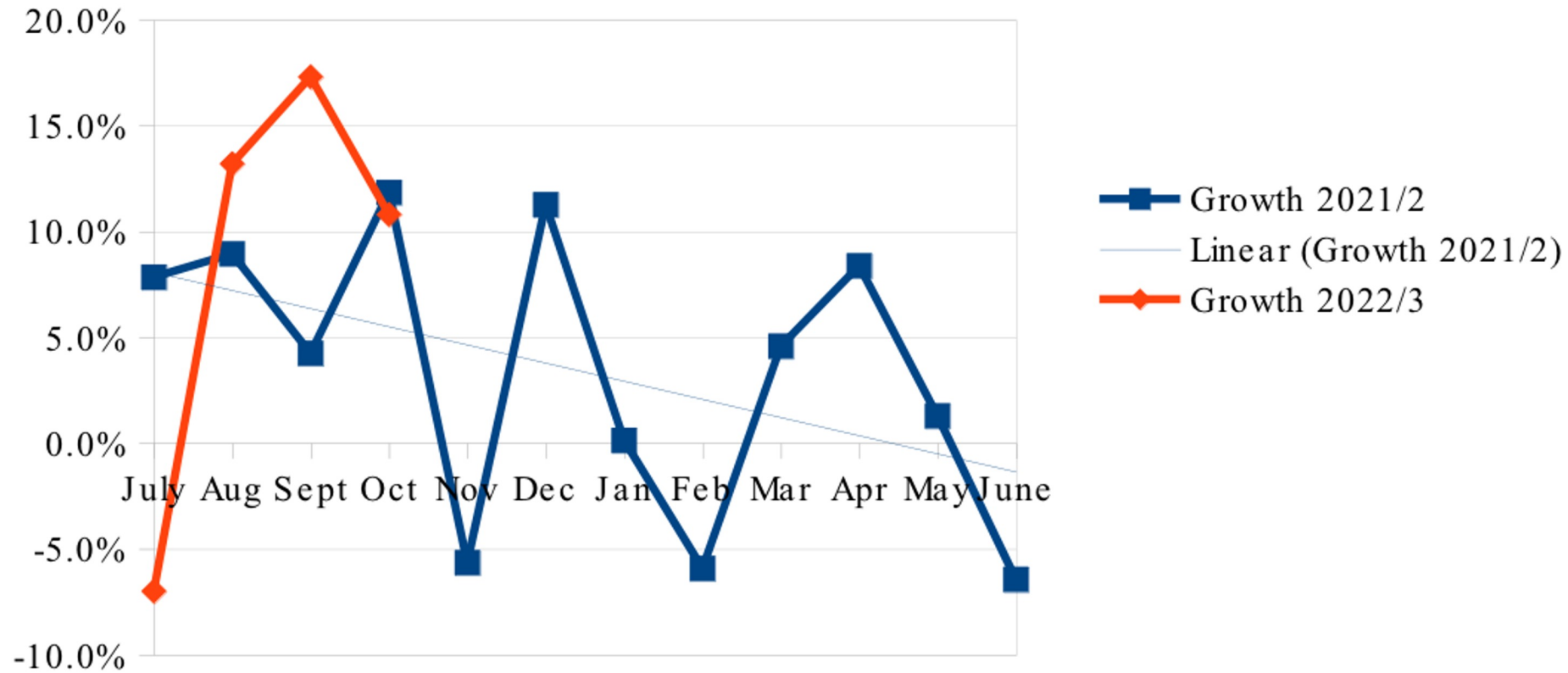
Compared to prior year



SALES TRENDS

SHOP SALES GROWTH

Compared to prior year



UPDATED PLAN FOR 2022/23

	2021/2 Forecast	2021/2 Actual	2022/3 Budget
Sales	210	236	247
Purchases	154	175	186
Gross profit	55	61	61
<i>Gross profit %</i>	26.4%	26.1%	24.6%
Wages and overheads	46	45	57
Trading profit	9	16	4
<i>Trading profit %</i>	4.4%	6.8%	1.7%
Add Depreciation	8	7	8
Less capital expenditure	5	2	7
Working capital movement	0	4	2
Trading cashflow	12	25	4

RESERVES FOR JUNE 2022

BISHOP WILTON COMMUNITY SHOP LTD RESERVES REQUIRED 30 JUNE 2022

	£'000	£'000
Bank and cash per accounts		81
Working capital fluctuations and safety net		14
Potential maximum available		<u>67</u>
Contingencies to cover:		
Possible tax payments due	12	
To cover downside trading risk next 3 years	25	
Unexpected equipment spend	10	
Possible share withdrawal requests	10	
Building reserves fund	8	
		<u>65</u>
Available funds		<u><u>2</u></u>

BISHOP WILTON COMMUNITY TRUST



BISHOP WILTON
COMMUNITY TRUST

- The purpose of the charitable trust is provide funding for projects and programmes which benefit the parish.
- **Trustees are:** Martin Butcher (chair); Ingrid Haywood; Simon Laycock and David Lord
- Proposed to now donate the £1,000 agreed at last AMM, together with a further £1,000 to the charity.
- Halifax Estates will also donate to the trust together with 1 or more other contributors.
- Groups and individuals will be able to apply for funding soon.

Questions?



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VOTE

**Vote to agree the proposed use
of reserves as at June 2022.**

MEMBERSHIP STRATEGY

We have a membership strategy - key components:

- Current numbers - 241
- Membership encouraged
- Held for a minimum of 3 years
- Members are stakeholders in the shop
- Voting one member one vote

Members can have as little or as much input as they wish.

SOCIETY RULES & POLICIES

Amended Model Society Rules

- Plunkett model rules / FCA approved
- Experience necessitated some changes to:
 - Allowing remote meetings
 - Giving the opportunity for proxy votes if wanted
- Introducing a share withdrawal policy (circulated)
- Introducing an internal disputes policy (circulated)
- Revised code of conduct for the Shop Management Committee (circulated)

VOTE

Vote to agree to adopt the revised model Plunkett rules

MANAGEMENT COMMITTEE - ELECTIONS & DECLARATION

Current committee

- All six current committee members are standing down at the AMM: Caroline Fuller, Colin Pollock, Annina Diston, David Gaskin, Emma Stamford & Ingrid Haywood
- All six are standing again for election but their terms of office will vary to allow for steady turn over year on year
- Minimum number is 3 and maximum 12 on the management committee
- We have received two additional nominations to join the Management Committee
 - Ruth Mardall
 - Sue Bond

VOTE

- 1. Vote to agree that voting for elections to committee (existing and new) will be done as a block vote.**
- 2. Vote to support the election of the following nominations:**
 - Caroline Fuller
 - Colin Pollock
 - Annina Diston
 - David Gaskin
 - Emma Stamford
 - Ingrid Haywood
 - Ruth Mardall
 - Sue Bond

The Future...

What you said last year

- Don't reduce opening hours
- Add more volunteers
- Reduce admin work for manager
- Reduce volunteers on selected shifts
- Try to avoid using more paid staff

What happened

- We kept the same
- We added 20+ more volunteers
- New admin volunteer role
- More shifts with just one volunteer
- Similar levels to last year

The Future...

But....

- Volunteer shifts down 7% on last year
- Sue working more FoH shifts than ideal
- Very close to last minute closure on several occasions

So...

- Training / refresher for new & lapsed volunteers in January
- If still short then look to increase hours of paid staff eg assistant manager

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We are always open to ideas

You can:

- Speak to a committee member
- Email us
- Feedback box in shop
- Add in day book
- Present idea at committee meeting

