

**THIRD ANNUAL MEMBERS' MEETING**  
**BISHOP WILTON COMMUNITY SHOP LTD**  
**21<sup>th</sup> November 2022 7.30 pm**  
**Bishop Wilton Village Hall**

**Attendees:**

Colin Pollock (Chairman)

David Gaskin (Treasurer)

Ingrid Haywood (Secretary)

Annina Diston (Committee)

Emma Stamford (Committee)

Caroline Fuller (Committee)

Sue Dixon (Shop Manager)

Ruth Mardall (Shop Cleaner)

Plus additional members (available on request)

Apologies: Chris Webb, Jo Denton, Susan Frost

**1. Establishing quorum and welcome**

A quorum was declared (with a minimum of 24 members reached) and the meeting opened at 7.30pm. Colin thanked everyone for coming and for their support as members of the society. He then introduced the committee and Shop staff.

**2. Chairman's report on the last year**

Colin thanked members, volunteers, and customers without whom the Shop would not remain open. The Committee is proud to serve the Shop. The number of customers have risen since the lockdowns ended thanks to more tourists and holidaymakers visiting the area.

He thanked Rory Innes who stepped down from the Committee earlier this year and Caroline Fuller who joined at the last AMM.

He also thanked the casual weekend staff Archie, Ellie, Lucy and Sophie, and Ruth as the cleaner, who is stepping down at the end of the year. And lastly he also thanked Sue for the amazing work for the shop she does especially with customers and volunteers. Sue has decided to move back to Scotland during 2023 and so anyone interested in the role of shop manager (full or part-time) should speak to Sue or one of the committee.

### **3. Shop Manager's report**

Sue gave a detailed report of the main shop issues over the last year. There have been 19 new front of house volunteers and 4 non-front of house volunteers including an admin volunteer. Single shift working has helped keep the rota filled but she has had to fill more shifts herself which has meant other things such as the pop up bakery have not happened. There have been challenges such as the day long power cut but the Shop has remained open throughout - only closing on Xmas Day. She spoke about products including good value grocery items and quality locally produced items and made the point that money spent in the community stays in the community.

Alcohol and newspaper sales are doing well and the Bishop Wilton branded range is continuing to expand including new products for Christmas. Over the last year the shop introduced 152 new products and 7 new local suppliers were added, including organic vegetables from Brunswick Nursery. There were record café sales in October and plans are being made to look at whether we can introduce a pie warmer and have a baking team to make cakes.

The Shop is developing as a community hub with regular meetings of the men's Tuesday morning club for example and is now a popular destination for walkers and cyclists to gather.

A number of questions were asked by members covering shop rent issues, energy conservation and back up arrangements during power cuts.

### **4. Treasurer's report**

David presented the income and expenditure accounts. Overall we are facing a lot of challenges currently over price inflation in food and drink and general cost of living issues but the Shop remains in a strong position. There has been a 6% increase in sales coming out of lockdown, a 7% increase in product and an increase in salary costs. Trading profit is currently around £20k and we have approx £80k of cash in hand. The shop is not passing on all its increases in costs of products. Sales trends are varying considerably month to month. Sales growth is seen mainly from about 7 products. The budget for 2022-23 includes an increased sales target, but salary costs will also increase. One of our biggest risks is how electricity prices will change after March next year.

A vote was then taken on a resolution not to appoint auditors. This was passed unanimously on a show of hands. A vote was then taken to appoint David Cadwallader & Co as reporting accountants. This was passed unanimously on a show of hands.

David then detailed the committee's proposals for managing our community reserves as at the end of June 2022. The committee felt that it was important - given the uncertain trading position and cost of living pressures - to make sure the shop retained enough reserves to ride out the current situation.

The committee however was keen to ensure some of the current reserve is now fed into the proposed new Bishop Wilton Community Benefit Trust that had been set up locally. Four trustees have been appointed to this independent grant giving body in the parish to oversee the fund - Martin Butcher (chair), Simon Laycock (both nominated by the Shop Committee), Ingrid Haywood (nominated by the Parish Council) and David Lord (representing the Halifax Estate). The trustees will be seeking applications from local organisations, bodies and individuals in the parish to access this new community fund.

A vote was taken to agree the proposed reserves position including donating £2,000 to the newly established Bishop Wilton Community Benefit Trust. This was approved unanimously on a show of hands.

## **6. Secretary's report**

Ingrid reported that there are 246 members as of today's AMM.

The Plunkett Foundation Society Model Rules have been updated and as a Society we need to adopt these. The new model rules include changes such as new guidance on share withdrawal, a revised standard code of conduct for committees, the need for a new internal complaints and dispute policy and guidance about electronic meetings. A vote was taken by show of hands to approve the new model rules. This was passed unanimously.

Members then asked questions regarding our current shareholding (approx £50K) and how the new share withdrawal policy would operate to ensure the shop would remain viable financially.

## **7. Management Committee elections and declarations**

Following adoption of the new Society Model Rules the current committee were required to stand down at this point to seek re-election. Colin therefore asked Ingrid to take over as chair of the AMM to conduct this part of the meeting.

Ingrid advised that all the current committee had declared that they were seeking re-election namely herself, Colin Pollock, David Gaskin, Annina Diston, Emma Stamford and Caroline Fuller. Two new candidates are also seeking election to the committee this year - Ruth Mardall and Sue Bond. A vote was taken to propose that all eight candidates should be voted for 'en bloc'. This was passed unanimously with a show of hands. A vote was then taken to approve the list of eight candidates for election to the committee. This was passed unanimously with a show of hands.

Colin then resumed as chair of the meeting. He explained that at the next Committee meeting in December decisions will be made on who will be the officers of the Committee going forward. Terms of tenure on the committee will also be agreed to ensure that there is an overlap in committee membership in the future.

## **8. The future**

Colin closed the formal part of the meeting to reflect back on what was discussed at last year's AMM and what has been achieved since then. More volunteers have been recruited but volunteer shift numbers are down. Sue is having to work more shifts than before as we have moved to single shift working. He thanked those who have stepped in at the last minute to ensure the shop has remained open. There will be more refresher and new volunteer training in the new year and the committee is actively looking at our management staffing numbers especially in light of Sue's departure as manager in 2023.

## **9. Final members' questions and close**

There were no further questions from members but a vote of thanks was given by members for the committee's work for the shop.

The meeting closed at 9.00pm

*The 2021/22 annual accounts are available on request from*  
[bishopwiltonshop@gmail.com](mailto:bishopwiltonshop@gmail.com)