

MINUTES OF 6th ANNUAL MEMBERS' MEETING (DRAFT)

BISHOP WILTON COMMUNITY SHOP LTD

19th November 2025 7.30 pm

Bishop Wilton Village Hall

Attendees:

Louise Butcher (Chair), Ingrid Haywood (Secretary), Nina Radkevich (Treasurer), Deri Reid-Thomas (Vice-Chair), Jo Denton, Annina Diston, Lisa Crow, Paul Lindley Curtis, Liz Crosby, Anna Kemp (Shop Manager), Helen Pilgrim (Deputy Shop Manager) plus 30 other members (available on request).

Apologies: Richard Clark, Henry Rowntree, Ruth Marriage, Lucas Mander, Susan Frost, Ruth Mardall, Nic Fletcher, Alan Wilkinson, Michelle Wilkinson, Martin Butcher.

Establishing quorum and welcome

A quorum was declared with a minimum of 29 members reached and the meeting was opened at 7.30pm by Louise. She thanked everyone for coming. A short promotional video of the shop produced by the committee was shown.

1. Chairman's report on the last year

Louise gave her report and thanked members, volunteers, customers, and the Management Committee for their support over the year. She also thanked Claire and David Gaskin and Julie Roberts for their individual work for the shop. Our Paid Young People (PYPs) Clara, Thomas, Maisie and Ewan were also thanked. She expressed her gratitude on behalf of all members to the Marriage Family especially in the ongoing process to purchase the shop building from them - hopefully by Christmas.

Louise made a special thank you to Anna and Helen as our shop managers and praised them for their enthusiasm and always going the extra mile. We were also sad to say goodbye to Emily Rispin during the year who moved onto a new career in pharmacy.

She felt that 20205 had been a really good year for the shop, notably the success in winning the national Plunkett 'Keeping It Local' Award and the team enterprise to put on the wonderful 5th birthday celebrations that took place in May.

She highlighted the importance of continuity and the committed efforts of the Management Committee including the welcome co-option of Paul Lindley Curtis as a new member of the committee.

Important future ideas for the committee include possible shop refurbishments, building on the shop as the hub of the community for all, keeping focus on the current business plan priorities and ensuring we always spend within our means.

2. Shop Manager's report

Anna provided an update on the past year and future plans. In the year up to the end of June 2025 sales continued to be positive with popular items such as bananas, cafe drinks and eggs as a regular staple for our customers. Wider grocery sales were trending down a bit recently but these were offset by increasing cafe sales generally. We are repeating our late night Christmas opening event in December with some new gift products added to our Bishop Wilton range. She highlighted our 5th birthday party, pop-up Bluebird bakery events, the Plunkett Award and the smooth transition of staffing between Emily Rispin leaving and Helen Pilgrim starting as her assistant.

There have been some successful 'hub' events including Halloween pumpkin carving, Hooting Owl gin and rum tasting, as well as jewellery workshops and a planned Christmas decorations workshop run by Gemma Crow. More events are to be planned.

New developments include a new advice app for volunteers, mandatory training for volunteers on a shop tablet device, the shop 'Cherish' tree for customer and volunteer feedback and a revamped shop website.

3. Volunteers' Report

Ingrid presented the report on shop volunteering. She firstly gave a big thank you to Emma Stamford for all her work over many years on running the shift rota. Sue Bond was thanked for agreeing to take over this role. She especially thanked Claire Gaskin for all her work on setting up the shop archive, producing displays and of course our new volunteer avatar badges!

She thanked all volunteers in all their varied roles without whom the Shop would not be able to open - both Front of House (FoH) and those less public roles e.g. cleaning, washing, stock taking, banking etc.

The Volunteers Group continues to work hard on our Volunteer Strategy including active volunteer engagement with regular monthly updates and 'bits to know' emails, as well as ongoing recruitment and training events. The 5th birthday party was a huge success, organised by the committee and volunteers with financial support from many local suppliers and sponsors.

Statistics show the number of volunteer shifts filled has remained stable during the year with any missing shifts filled by PYPs and managers. We have trained up 11 new volunteers during the year with more in the pipeline making 76 FoH volunteers in total.

4. Report from Bishop Wilton Community Trust

David Lord, as chair of the Trust, provided a verbal report on the work of the Trust. The Halifax Estate has continued in the past year to match the funding provided by the shop from surplus trading profits.

A number of local schemes have been supported during the year to a total of £3872 including a 2nd village defibrillator at the pub, promotional material for the village school to support work to increase roll numbers, personal training for users of the outside gym, successful outreach work by the Bishop Wilton Table Tennis Club into local schools, and urgent fabric maintenance work on St Edith's Church.

The Trust reserves currently remain over £3000 and new applications are always welcome from local groups and individuals. Decisions on additional funding for the Trust will be made in the near future.

5. Treasurer's report

Nina presented the accounts for the financial year to 30 June 2025, ongoing performance since then and plans for the current year.

The main points were:

- An increase in overall sales of 6% with strength in cafe, tobacco, chilled food and household sectors but with less positive growth seen in general groceries e.g. bread and fruit and vegetables.
- Non cafe trading sales from July this year however have shown an unwelcome downward trend generally.
- Gross profit was trading at 3% with a conscious effort not to pass on wholesale price increases to our customers.
- Nearly £6000 of value was fed back into the community last year through our popular schemes such as the Christmas £10 voucher, member vouchers and our volunteer discount card.
- Current cash reserves of nearly £170K are healthy and this will hopefully enable us to purchase the shop building in the very near future.

For the future the committee will focus on

- Ensuring prices are kept as low as possible in the shop
- Taking efforts to correct the myth of 'village shop' high price attitudes
- Increasing member numbers to build brand loyalty
- Ensuring the shop remains an 'inclusive for all' presence in our village

A vote was 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.

A vote was also taken to agree to the proposed reserves position and to donate a further £1500 to the Bishop Wilton Community Trust. This was approved unanimously on a show of hands.

6. Secretary's report & Membership Strategy

Ingrid reported that there are 285 members as of today's AMM. The membership strategy is to recruit as many members as possible from the local community through continuing schemes such as the popular member vouchers.

7. Management Committee elections and declarations

The following three Committee members were required to step down this year as per their current terms of office and the Society Model Rules: Annina Diston, Lisa Crow and Liz Crosby. All three are standing again for election. There are no resignations from the Committee.

Paul Lindley Curtis is standing for election to the Committee this year in view of his current co-opted status.

A vote was taken to propose that all four 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 four candidates for election to the Committee. This was passed unanimously with a show of hands.

9. Final members' questions and close

Louise brought the meeting to a close with a few concluding remarks and made a final thank you to members who were able to attend this AMM despite the weather.

From the floor Colin Pollock wished to offer sincere thanks and gratitude from all the Society members for the hard work and commitment shown by the Management Committee and staff throughout the year.

The meeting closed at 8.45 pm

The 2024/25 annual accounts are available on request from
bishopwiltonshop@gmail.com