MINUTES OF 7th ANNUAL MEMBERS' MEETING (draft)

BISHOP WILTON COMMUNITY SHOP LTD

21st October 2026 7.30 pm

Bishop Wilton Village Hall

Attendees:

Lisa Crow (Chair), Louise Butcher (Vice-Chair), Nina Radkevich (Treasurer), Deri Reed-Thomas, Annina Diston, Paul Lindley Curtis, Liz Crosby, Anna Kemp (Shop Manager), Helen Pilgrim (Deputy Shop Manager) plus 24 other members (available on request) and two non-members.

Apologies: Ingrid Haywood, Frances Sharp, Judith Pollock, Linda Hedley, Alison Bradley, Ruth Mardall, Susan Frost, David Gaskin, Claire Gaskin, Liz Collins.

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

Lisa welcomed everyone to the meeting which started at 7.30pm. She gave her report and thanked members, volunteers (front and back shop), loyal customers, Anna and Helen for managing the shop, the Paid Young People and the Management Committee for their support over the last year. Thanks were also given to C & D Accounting and Julie Roberts for their ongoing work for the shop during the year and to Hooting Owl Distillery for their gin and rum sampling table at the meeting.

She felt it had been a remarkable year with highlights such as the purchase of the shop, being a shortlisted finalist in the National Farm Shop & Deli Awards and two winning awards in the East Riding Council Chairman's Small Employer Sector and most recently in the EYUP Awards, for a unique project with local business Wolds Edge Lodges.

We continue to attract several young people to work in the shop on a casual basis with a steady turnover of those leaving to go into further education and newcomers to swell the ranks.

She paid thanks to all who were involved in the successful summer BBQ event that was put on for the community. This was organised by the shop Volunteer Group at no financial cost to the shop.

Lisa thanked outgoing committee members Ingrid Haywood, Jo Denton, Paul Lindley Curtis and Liz Crosby for all their work on the committee over the years.

Looking ahead to the next year Lisa reiterated the main priorities for the shop: to keep open; to be a welcoming hub for the community; to spend within our means; to manage our resources efficiently and to explore possible refurbishment ideas for the mezzanine and shop.

Annina then outlined the early design thoughts for the refurbishment / mezzanine extension that would not start before Jan 2028. Increasing storage space and separation of office and café functions were a primary aim with a design rethink to improve the cosiness of the café areas.

Lisa advised that a process to review the current Shop Business Plan would also start next year. She anticipated the main priorities for the shop would remain as they have always been i.e. increased sales, ensuring a strong and sustainable volunteer base and continuing to support and develop our employed staff.

A number of questions from members present were addressed by committee members on the mezzanine extension, the refurbishment and their future funding.

2. **Manager's Report**

Anna and Helen presented their reports on how sales are progressing in the shop. Our top three items by numbers of sales continue to be eggs, sausage rolls and sandwiches. We remain a champion of local suppliers as well as providing a range of important everyday groceries at affordable prices. Anna has relaunched our 'Bishop Will Save' promotion that highlights excellent low prices on key shopping basket goods.

Helen updated on café development including a volunteer led project to revamp the café cake management system which is now underway.

3. **Volunteers' Report**

Paul presented the volunteer report on behalf of Ingrid Haywood who is current lead of the volunteer group. He gave thanks to all volunteers in both front and behind the scenes shop roles. Special mention was made of Sue Bond given her untiring work on managing the shop rota day to day. Frances Sharp is standing for election to the committee and if successful will take over from Ingrid as volunteer lead. Jo Denton and Ingrid were thanked for their work on the volunteer group over the years. Ingrid will still carry on her role as new volunteer trainer. Charlie Austin volunteered, during the meeting, to help Ingrid with any new volunteer training. Tricia Mackenzie has also joined the volunteer group.

Paul presented some facts and figures on volunteer numbers during the year. We currently have 78 active volunteers which is slightly higher than 2025. 49 of our active volunteers do at least one front of house shift per month. Volunteers fill on average 190 of the available 232 shifts each month with the rest of the shifts made up by our PYP casuals and managers. We have trained 13 new volunteers in the last 12 months.

Our 2024 volunteer strategy remains in place. A Xmas party is being organised for early December - probably in the Village Hall on a Sunday afternoon.

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.

He advised that Ingrid Haywood was standing down from the Trust and the Parish Council has been approached for a replacement representative. Another new trustee, Luke Fenton, will also be joining the Trust. An application to register the Trust as a charitable organisation has been submitted to HMRC.

David outlined a number of local schemes that have been supported since the start of the Trust in 2022. Current reserves stand at approximately £6K. There have not been any new applications in recent months and the Trust would like to encourage more from local organisations.

5. **Treasurer's report**

Nina presented the accounts for the financial year to 30 June 2026, ongoing performance since then and plans for the current year.

The main points were:

- An increase in sales of 2.6%
- Gross profit was trading at 5.9%
- Profit before tax of 11.0%
- An increase in wage costs of 10.9%
- Current reserves of £176K (of which share capital £48K)
- A relatively strong growth in café sales compared to groceries.

Nina presented the shop reserves position and highlighted the likely continued availability of monies to support the Community Trust while ensuring that enough reserves were kept available for unforeseen trading pressures.

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A number of questions were taken from members on the proposed shop refurbishment and its impact on shop reserves and trading profits. It was clarified that the potential structural changes were primarily aimed at increasing storage and office space in order to ensure the smooth and efficient running of the shop as it develops, rather than enhanced café provision.
The increased space would also enable increased use of the upstairs area as a Community Hub thus allowing more community activities to take place.

A vote was taken on a resolution not to appoint auditors. This was passed unanimously on a show of hands.

There was no vote on the appointment of reporting accountants as the committee are looking to a possible change in our accountants during the year.

6. **Membership Strategy**

Louise reported (on behalf of Ingrid Haywood) that there are currently 300 members of the Society. This number has been increasing steadily every year. The membership strategy is to recruit as many members as possible from the local community e.g. using new villager welcome packs and personal invitation. There is good evidence that a strong local member base is directly related to the economic success of community shops.

7. **Management Committee changes, elections and declarations**

Two Committee members, Jo Denton and Ingrid Haywood stood down during the year. Two other committee members, Paul Lindley Curtis and Liz Crosby, are also stepping down at the AMM . Frances Sharp was co-opted onto the committee during the year.

Two further members are required to step down at the AMM this year as per their current terms of office and the Society Model Rules: Lisa Crow and Deri Reed-Thomas. Both of them are standing for re-election.

Two new committee members are also standing for the committee: Frances Sharp (current co-optee) and Ed Fitzpatrick.

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 with only one abstention.

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8. **Final members' questions and close**

Lisa brought the meeting to a close with a few concluding remarks to celebrate the success of the shop over the last 6 years and ensuring it remained true to its original mission and values for the future.

The meeting closed at 9pm.

The 2025/26 annual accounts are available on request from bishopwiltonshop@gmail.com