



**Ilmington Community Shop Limited (Register No: 32295R)**

**Annual General Meeting 7.00pm 21<sup>st</sup> January 2019:**

**Village Hall Ilmington**

1. Introduction to the format of the meeting: Tim Allen, Company Secretary
2. Apologies for absence
3. To receive the Chairs Report for the trading year to 30<sup>th</sup> September 2018: Tim Allen
4. To receive the Treasurers Report for the trading year to 30<sup>th</sup> September 2018: Mark Dobson.
5. To approve the Ilmington Community Shop Financial Statements to 30<sup>th</sup> September 2018 prepared by David Cadwallader and Co Ltd as the accountants retained by Ilmington Community Shop Limited: Mark Dobson.
6. To consider and vote on the Management Committees recommendation that Ilmington Community Shop Limited does not require the appointment of an auditor: Mark Dobson.
7. To consider and vote on a proposal that for future AGMs Annual Accounts are provided in electronic means only and not printed in hardcopy.
8. To consider progress to date since 30<sup>th</sup> September 2018, including financial projections for the current trading year (1<sup>st</sup> October 2018 – 30<sup>th</sup> September 2019) and subsequent years: Tim Allen & Mark Dobson.
9. To consider and advise on ethical questions raised by members and customers around the sale of certain products / the use of plastics etc.: short presentation by the committee followed by discussion.
10. To receive a brief membership strategy, consider and vote on the strategy: Tim Allen.
11. To elect the Management Committee for the coming year: Tim Allen as Company Secretary to facilitate.
12. Any other business and close (we will close by 8.30pm at the latest).

Please note: the rules governing Ilmington Community Shop Limited, including requirements for the AGM, are available to any member: please ask at the Shop, request by telephone on 01608 682838 or email [admin@ilmingtonshop.co.uk](mailto:admin@ilmingtonshop.co.uk)



## Invitation to Propose Membership of the Ilmington Community Shop Ltd Management Committee: Nomination Form

1. The Management Committee works in a collaborative and friendly way and we welcome potential additional members to stand at the AGM for election. The maximum number of people who can comprise the Committee is 10.

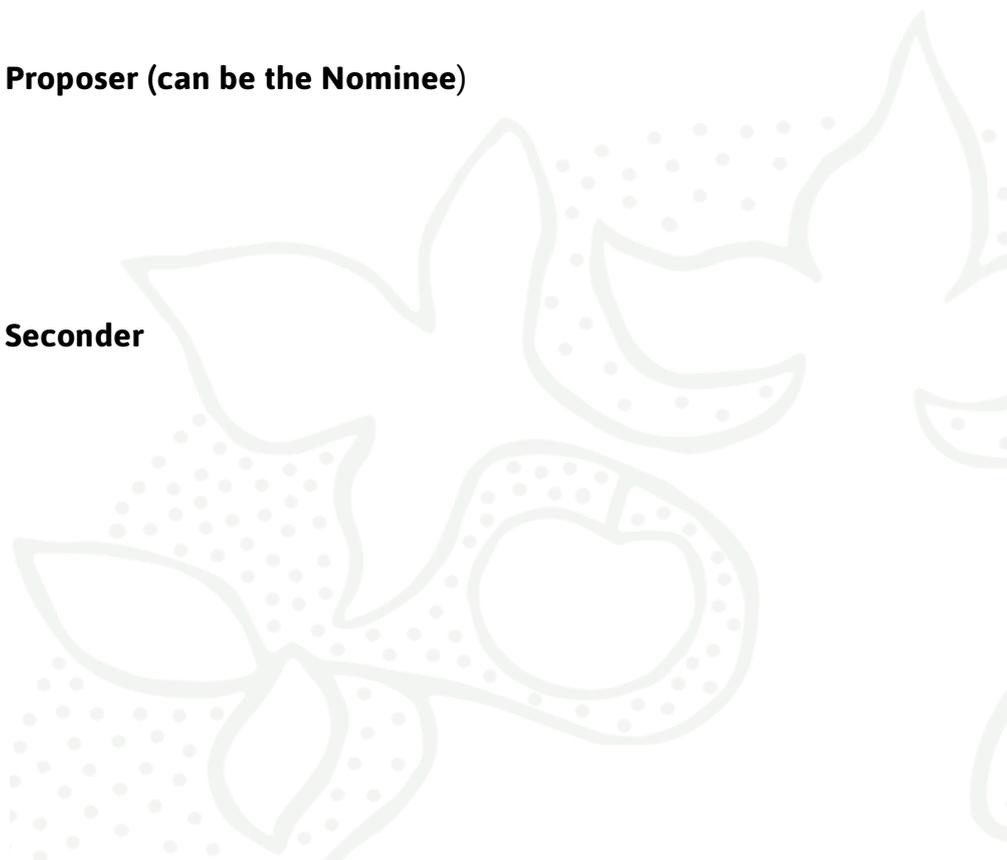
2. Any Member (i.e. shareholder) of Ilmington Community Shop Limited can stand for election as a Committee Member. So if you, or anyone you know is willing to stand, please fill in the form below and send to Tim Allen, Company Secretary, either by email at [admin@ilmingtonshop.co.uk](mailto:admin@ilmingtonshop.co.uk) or by hard copy delivered to The Hayloft, Front Street, Ilmington, CV36 4LA, by Sunday 20<sup>th</sup> January 2019. If you would like to discuss a potential nomination, please speak to Tim on 01608 682646 or email [t.d.allen@btinternet.com](mailto:t.d.allen@btinternet.com). Proposers and seconders need to be Members of the Society

Name of Nominee	Proposer	Secunder

**Signature and Address of Nominee**

**Signature and Address of Proposer (can be the Nominee)**

**Signature and Address of Secunder**





## **Ilmington Community Shop Limited (Register No: 32295R)**

Registered Office: The Dower House, Back Street, Ilmington, Shipston-On-Stour, Warwickshire,  
CV36 4LJ

### **Minutes of 4th Annual General Meeting Ilmington Village Hall: 15th February 2018: 7.30pm**

(Covering the Trading Year 1st October 2016 to 30th September 2017)

1. Apologies: Susan Carr, Greg & Debbie Woodall, Mark Robinson
2. Tim Allen introduced the format for the meeting and confirmed that the AGM was quorate with 49 attendees including committee members (minimum = 40)
  - 2.1 Chairs report: explaining progress and challenges for the reporting year, and offered thoughts on progress from October 2017 to February 2018
  - 2.3 Tim confirmed that as a result of generous donations from members we will manage to repair the bell tower without incurring additional costs to funds. Donors included Mr and Mrs Wexner from Foxcote and the late Mike Carr, others wished to remain anonymous. He thanked all for their kind donations.
  - 2.4 Tim finished by thanking staff, volunteers and fellow Committee members plus the many people too numerous to name individually, who continue to help and support this venture in so many ways.

#### **Questions & Vote:**

- Members voted unanimously to accept the Chairs report for the year 1st October 2016 to 30th September 2017 and the subsequent progress report.
- Members then had the opportunity to ask questions or to comment on progress post 30th September 2017.

#### 2.5 Questions were about:

- What instigated monitoring of wastage: confirmed this was initiated as a result of the stock take end of September 2017.

#### **3. Treasurers Report for the trading year to 30<sup>th</sup> September 2017 and projections for 2018 & 2019**

3.1 Mark Dobson gave a presentation to explain financial performance for the reporting year: the presentation is on the shop & café website, and available on request to anyone who would like a paper copy.

#### **Questions & Vote**

#### 3.2. Members:

- Approved the Accounts for the year ending 30th September 2017
- Agreed that an independent audit is unnecessary given that our accountants (David Cadwallander & Co Ltd) provided an 'opinion' on the accounts, as they did for the previous financial year.



### 3.3 Any Questions:

- Clarification about where the outstanding £5,000 loan appeared in the accounts: answer on the balance sheet.

4. Mark Dobson & Tim Allen offered financial projections for the next two years for members to note.

### 5. Member strategy

5.1 Tim Allen presented a strategy.

- Any questions: no Questions

5.2 Members endorsed the strategy

### 6. Management Committee Membership

6.1 Tim Allen noted that he conducted this as Company Secretary (not as Chair),

- Jane Neate has resigned and Liz Morris is currently on a sabbatical from the Committee. Tim thanked both for all their commitment & support. The Company Secretary had received two nominations for new Committee members.

6.2 Members vote:

- Tim Allen to continue as Chair for another 3 years
- Claire Simmons - co-opted last year, voted for 1 year (at her request)
- Sarah Beebee & Sheila Lowe were nominated as new members and were voted onto the Committee for a period of 3 years.

### 7. Any other Business / questions?

- Fruit & veg - concerns were raised about produce quality and presentation depleting as a result of how they are currently stored. Many other stores refrigerate these, noting that this improves 'longer life' (especially during warmer months). Tim assured members we are considering option of an additional chiller, bearing in mind how & where we accommodate on the shop floor as well as the cost
- A request for more variety of fruit & veg please - aware that our suppliers are Drinkwaters & that they have a wide variety displayed in their own shop
- Bill Buckley - supplier of Grumpy Frog produce conveyed thanks that we continue to support produce but suggested a review of current margins on beverages such as spirits as shop prices are significantly higher in comparison to competitive stores
- Should we consider closing shop & café earlier during winter months?
- Tim also confirmed we are proposing to open the café from 10-1 on Sundays, as we recognise that we often turn away custom at 12pm. This additional hour will therefore accommodate demand. NB: we are currently bound by planning permission to close both shop and café at 1pm.
- Do all volunteers now have access to open the tills in both the shop & café? Confirmed Yes. This option has been made on the till in response to recent



robberies & the need to minimize risks to volunteers or customers, after taking advice from crime prevention police officers.

The meeting closed at 20.15hrs and Tim thanked all present for attending.

**Tim Allen**  
**Company Secretary**  
**Ilmington Community Shop Ltd**  
**Tel: 01608 682646 / Mobile: 07813 799131**  
**[Email: t.d.allen@btinternet.com](mailto:t.d.allen@btinternet.com)**