



Ilmington Community Shop Limited (Register No: 32295R)

6th Annual General Meeting 19.30pm 30th March 2020:

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 30th September 2019: Tim Allen
4. To receive the Treasurers Report for the trading year to 30th September 2019: Mark Dobson.
5. To approve the Ilmington Community Shop Financial Statements to 30th September 2019 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 progress to date since 30th September 2019: Tim Allen & Mark Dobson.
8. Brief presentation and discussion of customer survey findings and other customer feedback.
9. To receive a brief membership strategy, consider and vote on the strategy: Tim Allen.
10. Management Committee appointments noting that Nicky Schlatter, Mark Dobson & Tim Allen are standing down: Tim Allen as Company Secretary to facilitate.
11. Minutes of last AGM / Any other Business
12. Close by 21.30 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



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.

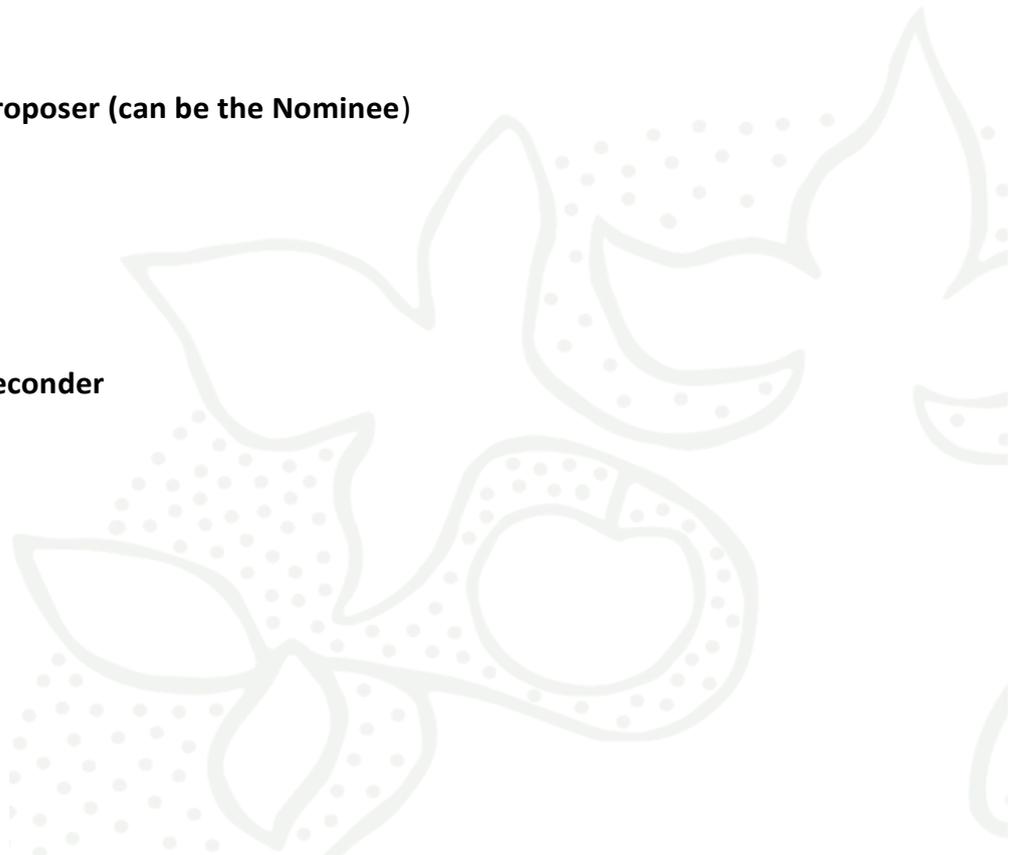
2. Any Member (i.e. shareholder) of Ilmington Community Shop Limited can stand for election as a Committee Member. So if you, or anyone you know is willing to stand, please fill in the form below and send to Tim Allen, Company Secretary, either by email at admin@ilmingtonshop.co.uk or by hard copy delivered to The Hayloft, Front Street, Ilmington, CV36 4LA, by Sunday 20th 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. 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: Ilmington Community Shop, The Old Church, Grump Street, Ilmington, Shipston-On-Stour, Warwickshire, CV36 4LE

Minutes of 5th Annual General Meeting Ilmington Village Hall: 21st January 2019: 7.00pm

(Covering the Trading Year 1st October 2017 to 30th September 2018)

1. Introduction & Apologies: Belinda & David Derrington, Fiona Dakin, David & Margaret Goldsmith

Tim Allen introduced the format for the meeting and confirmed that the AGM was quorate including committee members (minimum = 38)

2. Chairs Report

- 2.1 In his role as chair, Tim Allen presented the Chairs report, explaining progress and challenges for the reporting year, and offered thoughts on progress from October 2017 to February 2018 (copies of the presentation are on the Ilmington Community Shop & Café website: <http://www.ilmingtonshop.co.uk>)
- 2.2 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 2017 to 30th September 2018 and the subsequent progress report.
- Members then had the opportunity to ask questions or to comment on progress post 30th September 2018.

2.3. Questions were about:

- Raising funds for the chiller in the shop. Confirmed that this is the second priority after replacing external seating for the café, as these are in poor and rapidly deteriorating condition and are also inflexible in maximizing accommodation for customers. To date we have raised a total of £1600 for the seats.

3. Treasurers Report for the trading year to 30th September 2017 and projections for 2018 & 2019

3.1. As Treasurer, 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 2018
- 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: no questions

4. Mark Dobson & Tim Allen offered financial projections for the next two years (2018/19 & 2019/2020) for members to note.

5. Printing documents for the AGM

5.1. Members are asked to consider and vote on a proposal that for future AGMs, Annual Accounts are provided in electronic means only and not printed in hardcopy.

5.2. Members:

- Agreed the motion unanimously.

6. Member strategy

6.1. Tim Allen presented a strategy: basically no change over the previous year, we continue to offer shares to anyone coming forward during the year.

- Any questions: no Questions

6.2 Members:

- Endorsed the strategy

7. Environment, Sustainability & Ethics:

7.1. Tim presented on our current policies & invited Members views, clarifying at this stage we are not putting any formal motions together, but gathering evidence & views.

7.2. It was agreed in principle that we continue to make changes where we can (e.g. to reduce the use of plastics, reduce waste, offer organic options where available and affordable, continue to supply locally sourced products etc.), but the AGM advised that we shouldn't radically change course as the decisions involved can be complex and need to be explored thoroughly and with careful consideration.

7.3. In response to a particular point about children's magazines with plastic toys, the Management Committee confirmed that Smiths are the only practical supplier, however, we can limit & select options: the committee & Michele will review.



8. Management Committee Membership

8.1. Tim Allen noted that he conducted this as Company Secretary.

- Claire Simmons, Sarah Beebee, Sheila Lowe and Angela Dobson stood down over the year. Tim thanked all for their commitment & for their continued support and help after standing down.
- Angela Dobson will continue to lead marketing and communications.
- The Company Secretary had received two nominations for new Committee members.

8.2. Tim Allen continues as Chair (2 years remaining) & Nicky Schlatter as Vice-Chair (1 year remaining) and Lee Bridges (2 years remaining).

Members voted unanimously that:

- Mark Dobson is re-elected as Treasurer for another 3 years
- Jackie Prosser and Fiona Dakin as new nominations were voted onto the Committee for a period of 3 years.

9. Any other Business / Questions?

- No AoB

Questions and points arising:

- A concern about waste in summer when the shop gets very hot, particularly – chocolates, vegetables and meat products: **agreed** that the Committee will look into this.
- Presentation of figures i.e.: café appears to be doing exceptionally well, however, staff costs mean we are closer to breaking even: **agreed** that the Committee is keeping this under review.
- A suggestion that we offer a discount if customers spend over a certain amount in shop.
- Have we reviewed footfall: **agreed** the Committee are currently examining how to develop shop and café profitability and margins in the light of performance in financial year 2017/18.
- Café - are we at our at maximum capacity in our offer, not least given limited kitchen space to prepare: **agreed** we are at peak, however Jeanette as café manager uses her blackboard system to reduce the offer if impractical to manage the full menu.
- Waste - request volunteer to undertake this responsibility: the management committee strongly advised that we let the current waste management and discounting system 'bed in' before making any further changes.



- Add 20:20 plastics audit to website
- Add minutes from previous meeting - to demonstrate how we (the committee) have responded/addressed queries/requests throughout year.

The meeting closed at 20.45hrs 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