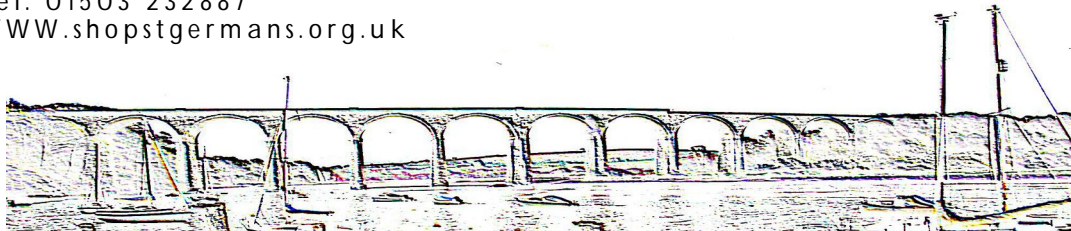


St Germans Community Shop & Post Office

Adjacent to the Eliot Arms
Fore St, St Germans, PL12 5NR
Tel: 01503 232887
WWW.shopstgermans.org.uk



Annual General Meeting

Thursday 30th September 2010

At

Eliot Hall, St. Germans

Present: Kate Westlake (Chairman), Richard Laugharne (Vice-chairman), Dave Stroud (Treasurer & Membership Officer), Pat Parritt (Secretary), Mark Austin (committee member), Dave Bennett (committee member), Trefor Hughes-Jenkins (committee member), Nigel May (committee member).

41 additional shareholders and 3 non-shareholders.

Apologies: Colin Harris (Committee member), Glynn Anscombe, Philip and Marjorie Blamey, Celia Boardman, Tony Bowditch, Mrs J Colwill, Peter and Brenda Dawe, Tim Deane, Sue Waterhouse, Sue Williams, Jenny and Mike Putt, Nigel (surname unknown).

Introduction: Richard Laugharne welcomed attendees and introduced committee members.

He thanked Liz Aubrey-Fletcher and Vicki White for their initiative to conduct the village survey which showed support for a village shop and post office, followed by their work establishing contact with Post Office Ltd and Plunkett Foundation.

He also thanked the volunteers for their work staffing the shop and post office.

Chairman's Report:

It will be put onto website as annexe to AGM Minutes.

Main issues in report:

Shop well supported by volunteers, customers and has produced a small profit retained by St Germans Community Shop Group.

Business Plan: Can be found on the website.

Primary aim now is to maintain shop and post office.

Constitution: St Germans Community Shop Limited has legal status as an Industrial and Provident Society for benefit of the Community. It is owned by its' shareholders and registered with the Financial Services Authority to which an annual return must be submitted.

There is a limit of one £10 share /person or incorporated company and any profits kept within the society or used for benefit in the community.

Registered number 30820R. Registered address St Germans Community Shop, ForeStreet, St Germans, Saltash, Cornwall, PL12 5NR.

Shareholders: 235 as of 24.08.2010. Each shareholder is entitled to vote at the AGM. Shareholders were thanked for committing themselves to ownership & financial support.

Committee: Ideal number of people 4-8 and up to 10.

8 posts have been identified.

All officers have to resign at the AGM but can be re-elected by shareholders at AGM.

Staff: Sara Dawe employed as shop manager, started on 17.05.10 for 24hrs/wk, will increase to 28hrs/wk as from 01.09.10

Shop assistant, Lisa Roberts, was employed as from 01.09.10 for 16hrs/wk.

Total salary costs for the next year anticipated will be £16,120.

To cover wages & running costs takings need to be at least £2,600/wk, equivalent of every adult in the village spending £3.50/wk in the shop. The takings have exceeded this in the first 3 months of trading.

Volunteers: There are approximately 25 volunteers. To demonstrate gratitude for their work we will have social events every 3 months for the volunteers, paid for from shop funds.

Loans: Some loans given by villagers. Repayment of loans explained. Interest will not be paid on these loans in the next 12 months.

Lease: Premises leased from St Austell Brewery for 7yrs paying rent of £30/wk.

Problems: Money missing from shop takings & post office on 3 occasions. They were reported to the police and investigated by them. Situation resolved. CCTV installed and it is hoped this will deter recurrence plus increase security of post office. No further losses detected.

Correspondence:

None

Treasurer's Report:

Profit margin has been 18% on average.

Bank balance = £14,900.

Reserve funds need to be built up so we can meet emergencies, repairs & refurbishment before we can distribute to community benefits.

The shop is able to repay private loans and Co-op loan of £12,000.

Co-op loan is being repaid with monthly payments of £374 over 4yrs and includes payment of interest. There would be no benefit to repay this loan early.

The loan was a condition attached to the grant of £12,000.

The role of treasurer is busy requiring help with data entry which includes entry of all receipts.

Accountants: Hodgsons, based in Launceston, have been employed. Chosen because of personal recommendation and known to provide good service.

Hodgsons set up our VAT registration, and helped with VAT data & submission for 1st quarter of trading. They reclaimed VAT on capital expenditure which gave us a £2,000 repayment.

Questions from the floor:

Would it be helpful to use of overdraft facilities?

Reply: Our business account with Santander does not have an overdraft facility.

Mrs M. Walker asked what amount was raised with private loans:

Reply: Total = £2,000.

Was CCTV installed when money went missing?

Reply: No it was not.

Discussion followed about people's concerns for security. Committee members explained main reason CCTV installed was because of potential for robbery of post office and the Post Office Ltd do not stipulate provision of security barriers at the post office counter.

Have there been any trend in takings.

Reply: Shop takings were lower during the 3 weeks of roadworks in the village.

Customer feedback indicate 'special offers' and leaflet door-deliveries are popular.

What profit is made from the post office?

Reply: Average £280/month. Post office also brings footfall increasing shop sales.

We do not have our own Post Master; we are a sub-post office counter of Menheniot.

Appointment of Auditor:

Hodgsons proposed by Paul White, seconded by Geoff Williams.

Vote: Agreed appointment Hodgsons approved.

Election of Committee Officers:

Chair: Richard Laugharne proposed by Dave Stroud, seconded by Nigel May.
Vice-chair: Kate Westlake proposed by Glynis Anscombe, seconded by Max Pullen.
Treasurer: Dave Stroud proposed by Richard Laugharne, seconded by Kate Westlake.
Secretary: Pat Parritt proposed by Trefor Hughes-Jenkins, seconded by Nigel May.
Membership Secretary: Colin Harris proposed by Kate Westlake, seconded by Pat Parritt.
Volunteers Liason Officer: Trefor Hughes-Jenkins proposed by Mark Austen, seconded by Richard Laugharne.
Deputy Treasurer/Payroll Officer: Barbara Wightman proposed by Pat Parritt, seconded by Mark Austen.
Premises Officer: Dave Bennett proposed by Pat Parritt, seconded by Joy Ovey.
Committee Member: Geoff Williams proposed by Kate Westlake, seconded by Paul White.
Committee Member: Nigel May proposed by Vicki White, seconded by Daphne Shotton.

Election agreed unanimously for all above proposed officers & committee members.

Future Planning & Development:

National Lottery: Discussed if we should sell tickets.
Points considered: additional service that might increase footfall, but only a small minority of attendees would buy tickets.
Disadvantages: Overcrowded counter. Another machine volunteers would have to learn to use.
General feeling: that very little profit would be made but would incur extra effort from staff & volunteers.
Local Village lottery, '100 Club' suggested; 100 Clubs already run by St Germans School and Polbathic Hall.
Vote against becoming a National Lottery outlet or running local lottery.

Fresh Produce: Jen's vegetable stall in village will finish at end of the week; her home delivery service will continue.
Other small shops advise against stocking perishable fruit & veg.
We have lack of storage & display space.
Majority view: to promote use of veg. boxes, increase selection frozen veg, consider sale of potatoes & onions.

Supermarket Support: Nigel May reported that Waitrose Supermarket is interested in supporting the shop, for example with staff training, mentorship.

Any Other Business:

Confectionery Sales: Some attendees feel the shop stocks too wide selection sweets, would like to see some replaced by healthier sweet foods such as grain and fruit bars. There was general agreement shop manager should reduce shelf space given to sweets, depending on profitability.

Health/Organic Foods: Many requests for more wholemeal foods, beans, and organic foods. Shop manager will be informed.

Pasties and pies: A few attendees think pasties poor quality compared to those produced by some other bakeries.

Points highlighted during discussion: Pasties currently stocked do sell.

Current baker supplied warming cabinet free of charge and gives sale-or-return facility.

Agreed to ask shop manager to consider different bakery.

Alcohol: Comment made on high price alcohol, do we need to stock?

Reply: Lease from St Austell brewery stipulates the brewery is to be sole supplier of alcohol. It does not take space from other produce and has a long shelf-life, therefore considered worth continuing to stock.

Air Conditioning: Max Pullen asked if we should install air conditioning because the shop is very warm for volunteers and a lot of flies during hot weather.

Points considered: Air conditioning unit cost approx £2,000, not environmentally friendly, and probably would not get rid of flies.

Decision: to vent warm air produced by refrigeration units outside during summer.

Charity Collection Boxes: Daphne Shotton organises counter collection boxes.

Suggestions sought for charities that shareholders would like to support.

Following discussion majority decision is to support local charities on 2 monthly rota, plus Poppy Appeal in November. Charities identified for support: Brownies, Under-5's, St Germans School. In future perhaps Cornwall Air Ambulance & Shelterbox could be re-considered.

Discussion followed about additionally keeping Shop collection box on counter. Informal vote in favour of Shop collection box remaining, which will help with match-funding if there is a future grant application, and help towards shop costs.

Congratulations: Mike (surname unknown) asked that congratulations & thanks to be passed on to Sara Dawe for hard work and good management of the shop. Committee agreed to pass this on to Sara.

AGM declared closed at 9pm.