

The Radley Village Shop Association Limited

Minutes of AGM held on 17 May 2023 at 7.30 pm in Radley Village Hall

Present:

Chairman	Andrew Walker
Treasurer	Lynda Pasquire Crowley
Secretary	Joyce Huddleston

Plus 18 Members of the Association

1. Welcome from the Chairman

The Chairman welcomed everyone to the AGM.

2. Apologies for absence

Apologies were received from Richard Dudding, Julie O'Hare, Sally Mulholland, Sylvia & Martin Wilson, Eric Riley, Heather Rogerson and Graham Steinsberg.

3. Minutes of the AGM held on 1 June 2022

These were approved as a correct record (proposed: Bob Earl; seconded: Mike Sadler).

4. Matters arising

There were no matters arising from the Minutes.

5. Chairman's report

This has been my first year as Chairman, having taken over from Bob Earl who held the role for over a decade before that. My thanks to John Goodenough, the Committee, and all the volunteers who have worked tirelessly during the last year to keep the shop running. The shop's trading position remains strong and new volunteers have joined the team over the last 12 months. With that said, more new volunteers are still needed: not just 'front of house' but in other vital but 'invisible' roles. The operations role is particularly important and I must particularly thank Sally Mulholland for her sterling work in this role these last 12 months.

Sadly, four members who all made valued contributions to the shop have passed away since the last AGM. Iain Winton was a committee member for nine years and a member of the operations team for most of that time, culminating in his sterling efforts during the Covid pandemic that helped keep the shop open throughout. Stephen Ewens was company secretary from March 2009 to June 2022; he provided legal expertise, including when the shop paid off the mortgage on the lease of the shop premises in 2017. Paul Tams was company secretary for a relatively short time before Stephen but continued afterwards to support the committee, including advising it on the purchase of the lease in 2011. Tony Garrard and his late wife, Shelia were two of the original shareholders going back to 2007 and their family have very kindly donated the value of their combined shareholding to the shop.

At the social event for volunteers and partners held at the Bowyer Arms last October, Bob & Pat Earl were presented with a silver salver marking their long service as Chairman and Operations Manager respectively.

We continue to see price increases from our suppliers, but they are carefully monitored and sale prices adjusted accordingly, ensuring we maintain our sales margins. The trading position over the last 12 months has been good and will be summarised in more detail in the Treasurer's Report. As the shop is now over 15 years-old it is inevitable that equipment will start to break down, or simply wear out. A new air conditioning system was installed in June 2022 and a new single-door freezer in July 2022; both are much more controllable and energy efficient than their predecessors. A replacement coffee machine was installed in January 2023. There's also new hardware behind the scenes to help ensure a reliable Internet connection, something that's essential for the shop as the till, back-office PC and card machine all need an Internet connection to operate. Similarly, two uninterrupted power supplies have been installed to protect key IT systems and keep them running for upwards of 30 minutes during a power outage. On the subject of electrical equipment, as a business, we are required by law to commission a qualified electrician to check the condition of the wiring at the shop every five years. Baring a couple of minor issues (all now addressed), the 2023 Electrical Condition Inspection in February this year found no areas of major concern.

Finally, I'm delighted to report that we were able to financially support the activities of 10 different organisations that operate to benefit the community served by Radley Village Shop. The total money made available for grants in 2022 was £1,000. The shop has continued to trade well in the first quarter of 2023, and I'm keen that the Shop continues to support local good causes if a financial surplus allows. As such, there will be an opportunity later in the meeting to approve a recommendation that the Shop again provides grants for village projects in 2023.

6. Treasurer's report

Although 2022 saw a return to normal patterns of shopping elsewhere by customers, the Shop's turnover was nearly £8,000 higher than in 2021. Some of this increase is due to higher prices and our purchases have reflected this higher cost, with these costing nearly £12,000 more than in the year previous. However, consistent gross margins are being maintained and the resultant net gain of £8,428 compared with £5,957 in 2021 is a credit to the Shop Manager, John Goodenough, and the team of volunteers. Grants paid out in 2022 amounted to £1,254 with a further £1,000 reserved for distribution in 2023. For the auditing of the 2022 accounts we were transferred to the care of a different partner at Wenn Townsend, Andrew Rodzynski. However, we have not received confirmation that he, on behalf of Wenn Townsend, is willing to continue to provide this service on a reduced fee basis. Thus it is our recommendation that the Management Committee is given authority to appoint an Auditor for the coming year. My thanks are extended to the hard work of Joyce Huddleston and Sue Ward who assist me in the post of Treasurer to an enormous degree. Their help is invaluable and much appreciated. Graham Steinsberg also deserves our thanks for his continued overview of our Financial Accounts. I also endorse the appreciation expressed by our Chairman for the efforts of our Shop Manager and dedicated team of volunteers, all of whom make our Village Shop the success that we see today.

7. Adoption of the Financial Statement

Tony Rogerson proposed and Lynda Pasquire Crowley seconded the adoption, which was carried unanimously.

8. Adoption of motion to give the Management Committee discretion to appoint the Auditors until the conclusion of the next AGM

Mike Sadler proposed and Pat Earl seconded the motion, which was carried unanimously.

9. Adoption of recommendation that there should be an Accountant's report instead of a full Auditor's report

Bob Earl proposed and Tony Rogerson seconded the motion, which was carried unanimously.

10. Adoption of recommendation for grants

(i) Payment of grants: Pat Beasley proposed and Joy Riley seconded the motion, which was carried unanimously.

(ii) Management committee authority: Pat Earl proposed and Mike Sadler seconded the motion to adopt the recommendation. This was carried unanimously.

11. Election of Management Committee until conclusion of next AGM

All members of the Management Committee were eligible for re-election. Julie O'Hare had been invited to join the committee. Pat Earl proposed and Tony Rogerson seconded the motion to re-elect the existing members of the Management Committee plus Julie O'Hare for the next year. This was carried unanimously.

12. Any other business

(a) Presentation of long-service certificates to shop volunteers. Three people were eligible: Sheila Smith (5 years), Clive Rickett (10 years) and Sue Ward (15 years). Only Sue Ward was present and she received her certificate from the chairman. The other two would receive theirs at the next volunteer social event.

(b) Pat Earl pointed out that all volunteers serving in the shop did cleaning and not, as the chairman had intimated in his report, just a select few.

(c) Tony Rogerson asked whether the new housing in the village had had any effect on the shop. Customer traffic had increased with builders from the site and new residents. A lot of traffic was seen at weekends, with the boys from Radley College often present in force on Sundays.

(d) Pat Earl asked who the two committee members who had been co-opted during 2022 had been. Jenny Stead and Sheree Beckingham were both co-opted in September 2022, but as will be recorded in the 2023 accounts, Sheree resigned in January 2023 having realised a role supporting the operations team was not for her. Full details of the committee changes in 2022 are given in the Management Committee Report in the 2022 Accounts.

The meeting ended at 7:54 pm.