

Comments from those not here:

“The Committee is to be congratulated on a ‘steady as you go’ result for 2015..... all sorts of little improvements add up to a satisfactory outcome”.

“Well done to all involved in the Shop - Committee, Staff and Volunteers for all the hard work involved”.

“Looks like a good statement – well done to all”.

**Hinton St George & Locality
Rural Community Services
Limited**

ANNUAL MEMBERS' MEETING

22nd January 2016

6.00pm

Agenda

- Chairman's welcome
- Apologies
- Approval of Minutes of Annual Members' Meeting of 16th January 2015
- Committee Report including Annual Statement of Accounts for year ending 30th September 2015 and Membership Report
- Elections to the Management Committee
- Resolutions
- Open Forum

Minutes of last AGM

Approval – proposer and seconder please

Matters arising:

- **Loans from members** – considered by Committee 23rd March. Would require a full prospectus for little gain.
- **Click and collect** – considered by Committee 23rd March. Good idea but currently space too tight.

REPORT TO MEMBERS

- Overview
- Financial Report
- Operations
- Membership

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Overview for year ending
30th September 2015

Overview

- Garage project completed and rent now contributing to revenues
- CCF loan fully paid off
- New wine shelving installed
- Sales *gradually* increasing, improved gross margin
- Business again profitable
- New manager appointed from 1st February
- Great staff and volunteers - flexibility

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Financial Report for year ending
30th September 2015

Summary Profit & Loss Account

Year Ending 30th September 2015

	2015	2014
Turnover	195,189 (+2.5%)	190,346
Cost of sales	<u>(150,368)</u>	<u>(150,832)</u>
Gross Profit	44,821 (23.0%)	39,514 (20.8%)
Other Income – PO	12,247	14,430
- Flat rental/misc	<u>8,612</u>	<u>7,971</u>
Gross profit inc other income	65,680	61,915
Operating expenses	<u>(51,495)</u>	<u>(51,492)</u>
Trading profit (ex finance, depn)	14,185 (+36.1%)	10,423

Profit/Loss after financing

	2015	2014
Trading profit (previous slide)	14,185	10,423
Finance costs (net interest)	<u>(6,225)</u>	<u>(6,837)</u>
Net profit (after finance)	7,960	3,586
Other income (grants, donations)	<u>1,045</u>	<u>5,137</u>
	9,005	8,723
Depreciation	<u>(2,716)</u>	<u>(4,259)</u>
Surplus for year/end 30 th Sept.	6,289 (+40.8%)	4,464
Taxation	0	0

Operating Expenses breakdown

	2015	2014
Staff costs	37,799	40,519
Premises costs	7,346	6,180
Administrative costs	<u>6,350</u>	<u>4,793</u>
Total Expenses	51,495	51,492

Summary Balance Sheet

as at 30th September 2015

	2015	2014
Fixed assets (property value etc)	396,299	392,467
Net current assets	<u>37,402</u>	<u>46,244</u>
Total net assets	433,701	438,711
Total bank loans outstanding	(186,817)	(198,246)
Community loans	<u>(9,430)</u>	<u>(9,430)</u>
Net assets as at 30 th September	£237,454	£231,035

A roller-coaster of sales

Quarterly shop sales	2015	2014
Q1	53,069 (+12.9%)	47,020
Q2	46,982 (+10.5%)	42,514
Q3	46,130 (-6.6%)	49,374
Q4	48,964 (-4.8%)	<u>51,438</u>
Total	195,154 (+2.5%)	190,346

Target for 2015-16

	y/e 30.09.16	y/e 30.09.15
Turnover	202,818 (+3.9%)	195,189
Cost of sales	<u>152,630</u>	<u>150,105</u>
Profit on sales	50,188 (24.7%)	45,084 (23.1%)
Post Office income	11,981	12,247
Other inc. rental income	<u>8,174</u>	<u>8,612</u>
Gross Profit	70,662	65,943
Wages	(42,265)	(37,799)
Other operating expenses	<u>(17,049)</u>	<u>(13,696)</u>
Net Profit (before finance)	11,348	14,448
Finance costs (interest)	<u>(6,000)</u>	<u>(6,303)</u>
Net profit (after finance)	5,348	8,145
Other income – grants etc	<u>1,000</u>	<u>1,045</u>
Forecast profit for y/e 30.09.16	6,348 (-30.9%)	9,190

Cash Forecast

Cash as at 30 th Sept 2015	£33,913
Trading profit for year ending 30 th Sept 2016	11,348
<u>Less:</u>	
Finance costs	(6,000)
Capital Expenditure	(2,000)
Loan repayments	<u>(6,180)</u>
	31,269
Grants, donations etc	<u>1,000</u>
Cash as at 30 th Sept 2016	<u>£32,081</u>

Sensitivity analysis

- Interest + principal repayment c.£12,000 pa
- Therefore, to avoid eroding cash reserves, need trading profit of £12,000 pa
- Forecast Capital Expenditure leads to £2,000 cash erosion in 2015-16
- At 24% gross margin, need £4,000 of sales to generate £1,000 of trading profit
- Need to achieve £8,000 pa sales increase (say £150/week) for safety - **can we do it?**

Trading Update

	Actual to 31 st Dec. 2015	Budget to 31 st Dec. 2015	Actual to 31 st Dec. 2014
First quarter shop sales	£51,623 (-4.7%)	£54,157	£53,069

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Operations Report to Members for
year ending 30th September 2015

Operations

- *our* SHOP
- *our* VOLUNTEERS
- *our* PROPERTY
- *our* GARDEN
- Future challenges

our SHOP

- Greater staffing resilience
- Stability leading to more time for better merchandising and improvements to range
- Improved display of wine and fruit and veg.
- Wine sales continue to increase
- Website improved – on-line ordering
- Continuing efforts to control wastage

our VOLUNTEERS

- High level of expertise of core volunteers
- Particular thanks to “the unseen” - Fiona for doing payroll, Jean for invoice entering, Emma for stock control, Judy for wastage reports
- As always, thanks to our Rotameisters – a difficult and thankless task
- Another successful summer barbecue
- Some new recruits – **more needed**

our PROPERTY

- No major maintenance issues in shop
- Few maintenance issues in flat at changeover
- New tenants in flat from November 2015
- Garage repairs completed satisfactorily
- Tenant found for garage after public tender

our GARDEN

- Main part of garden let to Steve and Louisa Turvey from August 2015 at peppercorn rent
- Remaining part of garden let with flat
- No further maintenance responsibilities
- Huge thanks to all who have taken part in the 60 minute makeovers since we acquired the shop in 2011

Current priorities

- Finalising SSDC Community Loan – rate around 3% fixed for 20 years c.f. Lloyds current rate of 3.35% variable
- Investigating re-vamp of Post Office with help of Community Grant
- Establishing staff reward scheme
- Establishing staff pension scheme to come into effect on 1st October 2016

Future challenges

- Increasing turnover - need £220k for safety
 - *new products, merchandising, spread the word*
- Increasing volunteer numbers
 - *never was so much owed by so many to so few!*
- Maintaining pressure on operating costs as inflation starts to rise
- Ensuring continuity of tenants in let property
- Replacement of old freezers (4 No.)

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Membership Report for year ending
30th September 2015

Membership Report

- 380 Paid-up Members as at 30th September 2015
- 13 new members since last AGM
- Encouraging new residents to join and these will be reported at the next AGM
- Member communication by e-mail, via the Hinton Hound, website and Facebook

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Elections to Management Committee

Current Committee Members and roles

- David Clements – Chairman
- David Wheeler - Deputy Chairman
- Jeremy Rook - Treasurer
- Jane Jackson – Secretary, membership
- Patricia Heelis – Customer/Volunteer issues
- Keith Hurse – Post Office
- Nick Kirby - EPoS and stock control
- Ann-Marie Lawson – Family needs, pensions
- Andrew Norton – IT, website and comms
- Mike Mills-Roberts – Licensee

Retirement by Rotation and Leavers

- No retirement by Rotation this year.
- Jane Jackson - Company Secretary

Elections to Management Committee

- Constitution requires not less than 4 and not more than 12 committee members
- 1 resignation
- Currently 9 elected members
- Valid nominations received from

Election

Names of those who have put their name forward for election to the Committee - **0**.

Names of those who have offered to take over from Jane as Secretary - **0**

Where do we go from here?

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Formal Resolutions

RESOLUTIONS

I. **Annual Report**

To approve the committee report to members for the year ending 30th September 2015.

Proposer and seconder, please.

RESOLUTIONS

2. **Annual Accounts**

To approve the annual accounts for the year ending 30th September 2015.

Proposer and seconder, please.

RESOLUTIONS

3. Reporting Accountant

To authorise the Management Committee to dispense with a full professional audit for the year to 30th September 2016 and to appoint a Reporting Accountant at its discretion.

Proposer and seconder, please.

our SHOP



THIS

OR

THIS?



USE IT

OR

LOSE IT

OPEN FORUM

Please state your name.