

**Huby & Sutton Community Shop Ltd  
Annual General Meeting  
Sunday 8 October 2023  
HMHV Huby**

**Present: CHAIRMAN Denise Howard OBE, TREASURER Max Thomas, COMPANY SECRETARY Lynn Wagstaff**

**Directors: Terry Wolf, Elaine Corden, Sam Gould, Jan Garrill, John Micklethwaite**

**29 Shareholders were present.**

**Apologies: Stephen Colquhoun and 9 shareholders.**

- 1. Mrs Howard welcomed all attendees to the 8<sup>th</sup> Annual General Meeting. We currently have over 500 shareholders.**
- 2. The minutes of the AGM on 16 October 2022 had previously been circulated, these were approved as correct, proposed as correct by Sam Gould, seconded by Elaine Corden**
- 3. Chairmans Report  
Year ending 30 April 2023**

**Hello everyone and welcome to this, our 8<sup>th</sup> AGM of Huby & Sutton Community Shop Ltd. I know that AGMs are not the most exciting of meetings, but we are required to hold one as part of our accountability to you as shareholders and customers, and especially to the Financial Conduct Authority to whom we report each year.**

**So thank you for making the time to come although I suspect that the offer of a cream tea after the formal agenda was also a motivating factor! Sara does bake very good scones!**

**Whilst we are looking back at the financial year ending 30 April 2023, I will update you on our exciting new shop plans at the end of the main agenda.**

**Our Management Committee comprises 9 volunteer Directors whose primary purpose is to ensure the village has a viable shop and post office for as long as needed. It was towards the end of the previous financial year – March 2022 – that David Barker decided to sell the property and we began negotiations with him, Huby Parish Council, and Hambleton District Council to buy, fund and develop the property on behalf of the whole community. Our 10 year lease with David, would expire in May 2025 and with no other suitable shop locations available, we had to take swift action to secure a permanent home for the shop.**

**It all took rather longer than expected and the eventual purchase of the house and shop was not concluded until June this year. During that 18 months, we arranged structural surveys, agreed a purchase price between the PC and David, devised a draft layout plan, appointed architects, consulted with volunteers, applied for and achieved full planning permission, helped the PC apply for and draw down a Public Works Loan to fund the purchase, agreed a new lease with the PC and started applying for grants and funding. More on this later.**

Alongside all this additional and exceptional activity, we continued to open the shop every day and recruit and train new volunteers.

Max was nominated to the Management Committee and appointed Treasurer at our last AGM in October 2022 following Sara' retirement as a Director, and has helped us produce a new business plan, reflecting the planned works and operational changes.

During the year, Karen Thomas continued as our Assistant Treasurer to help share the book-keeping tasks, and Jack continued to take on most of our Purchase Ledger processing. I'm grateful to all of them for helping to keep our finances healthy and up to date. Whilst we are volunteers, we are running a business and have to comply with all HMRC, trading and legal requirements like any other business.

And following my plea at the last AGM for someone to help take the lead on Health & Safety, Sue Hart rose to the challenge and joined our volunteers. Again, huge thanks to Sue for stepping up!

On 15 May 2022 we held a BBQ breakfast on the forecourt to celebrate our 7<sup>th</sup> year as a community owned shop- the most recent BBQ breakfast was held this May for our 8<sup>th</sup> year.

The High Sheriff paid a visit to the shop on Friday 17 March 2023 and presented a certificate to us for our community work as volunteers.

We held 4 volunteers meetings throughout the year, including 1 in Sutton, and in June 2022 we held a summer BBQ to thank all volunteers and their partners. Without our volunteers – and there are many of you here today – we just would not be able to open the shop every day, or fund 43 Post Office hours – the PO network only provide a small remuneration to cover 20 hours.

So thank you to everyone who continues to volunteer. I think it's fair to say that volunteering at Barkers isn't a chore, and everyone I speak to enjoys feeling part of something and doing something purposeful. And you meet and get to know, so many lovely people. SO thank you!

4. **Financial Report:** I would like to present the accounts for year ended 30 April 2023. Thank you to Jack Hawker and Karen Thomas for all their work for work entering invoices on to Kashflow and for sorting the payroll.

The accounts have been prepared by Clive Owen, a summary has been circulated for information. The accounts have been circulated and approved by the Management Committee. The annual return has been submitted to the Financial Conduct Authority. (FCA)

We have had a good trading year and the shop is in a sound financial position. Sales are slightly down but still in line with expectations.

Thank you to the individuals and organisations for donations of over £10k during the financial year. Donations continue to be received.

We have received a £150k grant from Hambleton District Council.

Total shareholder funds increased by over 20% to £164k.

There were no questions raised regarding the accounts.

5. **Election of Committee:** There were no resignations or nominations and a show of hands unanimously approved the existing Management Committee for another year.
6. **Appointment of Accountants:** Clive Owen & Co were appointed as our accountants for the next financial year.

7. **Any other Business**

a. **Charity Nominations-** there were several charities nominated, the vote went to Huby Playing Field Association (Pavilion)

b. **SHOP UPDATE from Denise Howard**

As most of you know, a lot of my time during this financial period has been spent on driving the new shop forward. I know many of you attended the various site visits we arranged in July prior to starting work so you could hear about our plans in situ.

For those that weren't there, we appointed Downes Illingworth in Thirsk to translate our ideas and draft space plan into a scheme that would gain planning permission - and that we could afford to implement. Our brief was 'modern National Trust' but on a small budget!

Our scheme reflects that and is a modern, single storey 'box' on front of the old house with cedar cladding that will fade over time, a flat roof, and a bright, modern retail space inside. Well, it might not look bright and modern inside at the moment but we are getting there!

When planning the new shop, a key priority has always been to keep the existing shop open for as much as possible throughout the works, along with level access into and throughout the new retail space and a better workspace for the PO, as well as secure stock storage.

By building on the front of the house, we have been able to keep the existing shop open and separate the customer access safely from the site. We will have to close the shop for a few days when we knock through, but this is planned for January, when the shop has, in the past, been quieter.

We will do what we can to keep open for papers and essentials but only if this can be done safely. We may be able to do this from the large stock shed for a few days. By delaying this part of the work to January it does mean that December and Christmas trading will not be affected and you can order your Christmas poultry, meats, wine and cakes as normal. We will of course, keep you updated nearer the time.

When I met the Senior Planning Officer for a pre-application visit, he was suitably impressed by our vision, commitment and volunteering work on behalf of our community and suggested we apply for a large grant from Hambleton District Council from their available CILS budget. He was instrumental in helping us obtain £150,000 grant towards the building works, which was banked in March this year before HDC was subsumed into North Yorkshire Council and must be the most helpful planning officer I have ever met! Regrettably he retired in April. It took almost 3 months to then get bricks approved by the planning officer responsible for our project, so lots of frustrating delays one way or another.

Ideally we would have like to open the new shop late November, but we are being pragmatic, so January it will be.

Huby WI have also been very supportive and with a generous £20k grant, we have been able to order new, energy efficient refrigeration. Other grants have been obtained and others are still being processed. However, with the reserves we have built up over the last 8 years, we were able to give the builders the go ahead in March to start building works late July this year.

Paul Skilbeck from Franken Properties in Easingwold has done lots of work in the village and has been very supportive during various delays in the process. John Howard (my husband) was co-opted onto the MC for the duration of the project, as he has been of enormous help with some of the technical and practical building decisions we have had to make and manage on an almost daily basis.

We have made some changes to the initial internal plans and I'm so pleased that we are able to do this. We are now able to transform the existing ground floor house utility into a small kitchen for the shop, and to include a fully accessible wc in the main shop for customers, volunteers and staff.

The shop kitchen and wc will help future-proof the building and whilst we don't envisage cooking or baking anything now, it does give us options should we decide to prepare our own sandwiches, bake off pastries etc. We would like our Community Shop to be used more as an informal 'café' for walkers and cyclists and locals, who can eat goods bought from the shop and sit outside - or inside - as space and weather allows. This will help us develop more turnover and profit to keep us financially sound.

The rear yard from Robin Lane will provide a separate entrance into a 2 bedroom maisonette above the shop. The rent from this will help us repay the public works loan via the PC.

Finally, I would just like to say I am very grateful to Huby PC for sharing our vision and helping us secure a permanent home for the shop and Post Office. There's so much going on at a global and national level that we as individuals can't affect – and perhaps we disagree with - but at our own community level, I do think that we can make a difference to our everyday lives by working together and making the right noise!

I hope there will be plenty of noise when we open the new shop early next year! Questions now or over a cuppa, plans and visuals to see if you haven't already.....

- c. Katherine Wallis said on behalf of those present, a thank you to everyone involved in the running of the shop.