



Attendees :

Directors – Neil Brown (NB) - Chair, Jan Drake (JD), Paul Howarth (PH), Mike Dean (MD), Briony Howarth (BH)

Attendees - Shareholders – 35 / Guests - 5

2.1. Chairman Introduction

The Chair welcomed members and guests and explained how the meeting would run, how attendees could vote and how the business on the Agenda would be dealt with. He also introduced the Directors of the Society and the Shop & Café team.

2.2. Minutes of Last AGM

Not discussed

2.3. The Chairman's Report

The Chair went through the Agenda for the meeting and then introduced the current Management Committee and Shop & Café Management Team. Thanks were given to all.

Thanks were also given to all our community of helpers and to ex-committee members for their considerable time and effort in creating the Shop & Café. This included Theo Aitken, our previous General Manager, Karen Dunn (ex-committee), Gary Phillips (ex- Society Secretary) and especially to the previous Chair, Bob Hutton.

The Chair reported on the progress the committee had made since its 4th AGM and explained details of the Shop and Café progress, the Successes over the year and The Way Ahead. This included the confirmation of the aims of the society:

The Vision: to be the vibrant heart of Normandy; Serving, supporting and caring for all

2.4. Membership Report

The Society Secretary reported on the current state of the membership. She reported that we have 303 shareholders with 9,880 shares

2.5. Accounts for the Year Ended 28 February 2024

Mike Dean (MD), Treasurer took the meeting through the Accounts.

2.6 HR Report

Cliff Taylor reported on the number of volunteers and staffing levels. New zero-hour contracts are being introduced to help ensure cover at all times. Emphasis was made regarding the commitment from many volunteers creating a warm, welcoming atmosphere at the hub of our community.

2.7 Society Secretary – Resolutions

Signature _____ Chair

Date _____



2.7.1. RESOLUTION 1 – To approve the financial report and accounts

The Management Committee Report and Accounts for the year ended 28 February 2025 were accepted and they are hereby approved by the Shareholders. 35 agreed/0 objected

2.7.2. RESOLUTION 2 – Not to Appoint an Auditor

The Chair reported that the Management Committee recommended to the members that the Company should not appoint auditor, as it is entitled to do. Resolution that the Company should exercise the power given by the Deregulation (Industrial and Provident Societies) Order 1996 not to appoint an auditor for the year ended 28 February 2025. 35 agreed/0 objected

2.7.3. RESOLUTION 3 – To appoint an independent Examiner

The Chair reported that the Management Committee recommended to the members that the Company should appoint Independent Examiner David Cadwallader and Co Ltd to check and verify the Accounts for 2025. Members voted on the motion. 35 agreed/0 objected

2.7.4 Resolution 4 – To change the Society Rules to allow the co-option of committee members to increase from quarter to half.

The resolution refers to the Society Rules as stating that only 25% of the existing number of committee members could be co-opted during a year.

A query was raised regarding the meaning of the society rules regarding this resolution. It was thought that the maximum number of committee members can be 12 and that the 25% rule applies to this number rather than the number of actual appointed committee members. It was agreed to check this fact after the meeting. Should this be the case then a formal amendment to the resolution would be required. Given this fact the resolution was voted on. – 34 agreed, 1 abstained, 0 objected. *Following the meeting the rules were checked and found to be as originally stated, i.e. only 25% of the existing number of committee members could be co-opted during the year. The resolution to increase this to 50% was therefore passed.*

2.8. Election of the Directors

The Society Secretary reported that in accordance with Society Rules one Director had to stand down but was re-standing. One new nominee was standing Cliff Taylor. The Members voted and were in favour of accepting Paul Howarth and Cliff Taylor as Directors to the Management Committee. 35 agreed/0 objected.

Signature _____ Chair
Date _____



Questions were taken during the meeting and also at this point and answered by members.

- **Do we split the Financials between the Shop & Café?**

This can be achieved at Turnover level. At present, we do not have accurate costings to enable a split at Gross Profit level. We are working hard on Gross Margins and plan to give further detail at a later date.

- **Where did we advertise for the zero-hour contract staff?**

These roles were advertised to existing volunteers and on our Facebook page.

- **Outside parasols**

A suggestion was made to add an awning to the front of the building to give shade. This is what they have done at Rokers. This would definitely be thought about but would require substantial funding.

- **Extra toilet**

A request was made to provide an extra toilet as it is very difficult for staff to use the customers facilities.

This was acknowledged as a challenge but would essentially require an extension to the building to be carried out.

- **The installation of the promised Founders Board was queried.**

This board has already been installed above the exit to the building as part of the acoustic panelling recently put up.

- **Society Secretary Role**

A request was made to issue a job description for the Society Secretary role to all members.

- **Presentation distribution.**

A request was made to distribute a copy of the presentation alongside the minutes of the meeting. This will be carried out.

The meeting concluded at 19.56.

Signature _____ Chair
Date _____