



Registered under the Co-operative and Community Benefit Societies Act 2014
Registration Number 8728

**NOTICE is hereby given that the 1st Annual General Meeting
of the Woodgate Community Shop Limited will be
held at the Woodgate Shop situated next to the
café on**

Monday 30 October at 6.30pm

woodgate.committee@gmail.com

or phone 01993 630235

Members and Non-Members invited to attend.

**TO CONSIDER, DISCUSS AND IF THOUGHT FIT, PASS, THE FOLLOWING RESOLUTIONS OR
TRANSACT THE FOLLOWING BUSINESS.**

1. Introductions and Apologies
2. Update on the project
3. Finance Report and Acceptance of the Accounts for the Year Ending 31st March 2023
4. RESOLUTION : That, in accordance with section 84 of the Co-operative and Community Benefit Societies Act 2014, the Society be authorised not to undertake a full professional audit of the accounts for the period which they are entitled to do.
5. Membership and Share offer update
6. Election of the Management Committee
7. Questions from Members and the wider community

Please submit your questions in advance to woodgate.committee@gmail.com

Matters raised may require the shareholders to vote for approval. In order that any vote can be passed enough shareholders must be present to reach a quorum. The management committee would therefore urge you to attend. Non-members are encouraged to attend but may not vote, however it is possible to become a member on the night or by completing an application form here: <https://woodgatecommunityshop.co.uk/membership>



Get involved

As a Community Shareholder of the Woodgate Community Shop Limited you have the opportunity to become more involved in the strategic direction of the shop by standing for election to the Management Committee.

Members of the Management Committee are appointed for three years. We are looking for up to twelve energetic and enthusiastic individuals, existing Committee members may re-stand.

Woodgate Community Shop Limited cannot function without an effective board. This information pack includes details about how you can become part of the Management Committee and, if this is something you are interested in, should be read in full. If, after reading this, you would like to submit your name to stand please email woodgate.committee@gmail.com we would be delighted to hear from you. If fewer applications than places on the Management Committee are received, then all the applicants will be automatically put forward to the Members vote at the AGM. Members are formally notified of the outcome at the AGM.

The overall job of the Management Committee is to provide governance to Woodgate Community Shop in the interest of the members and the community. The board will hold the staff team to account by ensuring that the budget is met on a monthly basis and that there is a regular review of the business plan to ensure the business plan targets are achieved. We are hoping to recruit people with a mix of skills and have identified some areas of expertise that would be useful to have represented on the board. However, of greatest importance is that Committee Members are passionate about the future development of the shop and that they have the time and energy to invest in helping shape the business. Skills / expertise that would be particularly useful for Committee members to hold include:

- Operations management
- Retail or café, experience
- People management
- Business development
- Health & safety knowledge
- Legal expertise

The types of activities that the Committee undertakes include:

- Ensuring the staffing structure for the shop is fit for purpose
- Monitoring monthly financial, operational reports and marketing plans from the management team of the shop against the financial forecasts projected in the business plan and taking appropriate decisions where variances occur
- Feeding back decisions to the management team and ensuring that decisions are implemented by the management team
- Liaising with the membership to develop plans for the Shop, including seeking capital funding and overseeing their implementation
- Recruiting and supervising volunteers from the wider community where necessary to support the development of the shop
- Planning and delivering the Annual General Meeting

For an informal discussion about the role please contact woodgate.committee@gmail.com