



Annual General Meeting 16th March 2019 10:30am

Present :

Management Committee

Committee Members

Adrian Nagle
Ellie Edgar
Debbie Tomkins
Louise Amond
Vikki Malcolm
Stephen Howard
James Richards

Kelly Rix
Bronwen Barnes
Philip Hunt
Vic Tomkins

AGM Business

It was heartening to note that this first AGM of The Walled Garden Community Shop & Café was well attended with 30 members present. Meeting opened 10:30.

1. Introduction and apologies

Chairman Adrian Nagle welcomed everyone to this first meeting, outlining the procedure that the AGM will follow and introduced himself to the meeting. It was explained that at this first meeting it was necessary for all existing members of the management committee (MC) to step down and seek re-election to the MC which will be carried out by a vote by show of hands of all those present. All other existing management committee member each gave a brief introduction to themselves. The areas that each currently cover are: Adrian – Chairman, Ellie – Secretary, Debbie – Treasurer, Louise – The Garden, Vikki – Marketing & Publicity, Steve – Construction planning and management & James – Web site & project management.

2. Chairman's Report

Adrian Nagle gave his report to the members giving a brief history of where we started, the progress made to date and the plans for the future. The text of the chairman's report is attached to these minutes.

3. Accounts for the year ended 31st October 2018

All members were given a copy of the annual accounts and Debbie Tomkins (DT) gave a report of the important points contained within the accounts. It was explained that although it was not necessary to have the accounts audited that the MC have chosen to have an independent accountants report and that Lovewell Blake had kindly prepared the report free of charge.

It was explained that costs incurred during the financial year had been offset by grant income, and that creditors falling due within 1 year was the remaining balance of grants that have been received within the financial year which will be set against expenditure in the following year.

It was explained that the £23,256 capital and reserves represented the shareholders' investment and that these monies are held in a separate "ring-fenced" bank account pending the commitment being made to proceed with the build programme.

There were no questions from members regarding the accounts.

4. Nominations for new members to the Management Committee

There was one new nominee, Philip Hunt, Philip introduced himself to the members giving a brief outline of his profession and involvement with a number of charitable organisations. Philip explained his passion for community based projects and that he believed our community project had great potential to be of real benefit to the community with an outstanding space in which to work. Philip said he really looked forward to working within the management committee, that he has experience that he believes can be of benefit and that having already attended two meetings of the committee had ideas which he looks forward to discussing.

5. Resolutions:

a. Adoption of the accounts for the year ended 31st October 2018

The resolution was voted on by a show of hands, there were no votes against and no abstentions, the resolution was unanimously passed by the members. 3 votes were received by proxy, 2 in favour, 1 requesting the Chairman to vote on their behalf.

b. Election of the Management Committee

The members were asked to vote in turn for each nominee, each member was unanimously elected with no votes against and no abstentions. 3 votes were received by proxy, 2 in favour of all nominees to be elected, 1 requesting the Chairman to vote on their behalf.

Each of the following were hereby elected to the Management Committee.

Louise Amond
Ellie Edgar
Stephen Howard
Vicki Malcolm
Adrian Nagle
James Richards
Debbie Tomkins
Philip Hunt

6. Any Other Business

The floor was opened for any questions, the following is a brief record of the questions raised and the answers given. The opportunity was also taken to introduce other committee members who have taken up specific responsibilities.

Kelly Rix was introduced, Kelly has agreed to contact and co-ordinate those members who have indicated a willingness to volunteer at the shop, café, and/or garden. The volunteer base will be absolutely critical to the success of the project and anyone who is prepared to help in this regard is encouraged to contact Kelly.

Bronwen Barnes was introduced. Bronwen has agreed to take the lead role in the retail aspect, we are in the very early stages and Bronwen's experience will prove to be invaluable.

Vic Tomkins was introduced, Vic has taken on the role of membership secretary and is responsible co-ordinating all membership matters including promoting wider membership through membership shares as covered in the Chairman's Report.

Q1. When is it envisaged that the project will be finalised?

There are several steps that have to be taken before the build programme can be started, the first of these is the freehold for the land to be transferred to the Parish Council. This transfer is in hand but does require certain legal steps to be completed before the transfer is completed. Having obtained the freehold the next stage is for the Walls of the garden to be repaired and made safe, the Parish Council have taken on the responsibility for the repairs to and maintenance of the wall. Once that work has been completed a build programme can commence, the style of the proposed build is

of modular construction and we currently have two potential suppliers that broadly provide the same end result but through different means. One involves SIP (Structural Insulated Panel) construction on site, the other involves the building being constructed in two halves within a factory, which will then be delivered to site and craned into position.

It is our aspiration to have the shop and café opened before Christmas 2019 although there are obviously several steps to be undertaken to make this possible. The nature of the building itself is such that construction can be completed in 6-8 week timeframe, although we will build in a 10 week construction period. A final building design will shortly be completed together with a critical path covering all stages to completion.

Q2. What seating capacity will the café have and will there be outside seating?

The outline plans for the garden area were explained being inclusive of sensory areas and outdoor seating space. The overall building size is to be 100 square metres and although the designs are not finalised it is expected that one third of the space will be for the café area, it is anticipated that seating for 20-30 people will be provided.

Q3. What type of construction is being used, and how eco-friendly will it be?

The building materials from both potential suppliers are of highly efficient construction, the insulation being within the panels themselves. The building is low impact requiring none of the traditional concrete style foundations, the frame itself is set upon steel piles and the building sits upon the frame. The exterior will be cedar clad which is long lasting and dependent upon the type of finish applied to the timber cladding the maintenance programme will be every 3-5 years, or potentially 20+ years between re-application. There is a cost implication that will need to be taken into account. Our funds will allow us to commence with the build but the target of eco-friendly elements will be determined by further available funds, the proposed 2nd share issue will include the target of being able to spec the building with a pitched roof – enabling the use of solar panels, an air source heat pump is included but sufficient funds could make a ground source heat pump viable which is both more efficient and actually provides the potential for income generation, and water harvesting is an important consideration but again comes with a cost attached. At this stage our aspirations are to include these ecologically desirable features, ultimately such inclusions will be determined by the funds available.

Q4. Can the proposed 2nd share issue spell out that investment is intended for these purposes?

Yes, that is exactly our intention, together with underpinning the base level build currently outlined.

Q5. Will our facilities take into consideration the needs of those with both physical and mental disabilities, beyond the base level legal requirements?

Absolutely they will, several of our members and MC members are involved at the Little Plumstead hospital, others have personal experience of the needs of disadvantaged people, and all are particularly aware of the importance of having fully inclusive facilities which go beyond legal requirements and every effort will be made to do so.

Q6. Are our current plans inclusive of a Post Office?

Yes, we have had agreement from the Post Office that they will provide Post Office facilities, although this does still require formal arrangement. The intention is that the Post Office will provide a community service rather than a source of income, however there will be a commission from the Post Office. Opening times and facilities will be dependent upon a number of factors, in particular the availability of volunteers to enable the shop to be open, but the intention is to provide as full Post Office services as we are able.

Q7. Dietary Requirements – the possibility of having a nut free & gluten free environment was raised with that potentially providing a unique selling point for the café.

We have not yet gone into that level of detail regarding what we can offer, or the necessary training requirements and safety procedures that would require, it was not something at this stage we can provide an answer on but will be aware of the discussion and take consideration as matters progress.

Q8. What products do we intend to stock in the shop?

The committee had its first real discussion on this matter at the last meeting of the MC, at this stage we are looking to obtain guidance from both other community shops and more importantly our members and community. The MC have agreed that we will focus on locally produced product and quality products, both recognising that we wish to provide a local, quality experience and that we would never be able to compete with cost cutting shops.

The open questions session and discussions covered approximately 30 minutes and the above whilst not covering all details we hope has covered the topics discussed at the AGM. An open meeting followed which raised further questions as well as covering some ground also covered at the AGM. Notes of the open meeting will follow.

Meeting closed 11:20.

