



**MINUTES OF HEADINGTON CO-OPERATIVE LTD
'VIRTUAL' ANNUAL GENERAL MEETING
HELD ON 22 MAY 2020 AT 8.00PM**

The HFC Management Committee met via a Zoom video conference call to consider the Business Agenda for the AGM.

Committee members Present:

Sue Baker [Chair], Sally Thompson [Treasurer], Pru Dickson [Company Secretary], John Coyle, Robin Williamson, Rachel Walding, Kate MacFarlane, Pip Elphick, Anne Gallacher

The Committee was also joined by Nina Peace, prospective Committee member, and by Sheila Coyle

BUSINESS

1. Receipt of accounts for the financial year 2019

Detailed accounts had previously been circulated to shareholders. These were acknowledged as Received by the Committee, and Accepted by the shareholders, who had previously been sent a Voting Paper via email.

2. Motion to disapply Section 83 of the Co-operative and Community Benefit Societies Act

This motion was Carried by the shareholders, who had previously voted via email.

3. Appointment of examiner of accounts

This motion was Carried by the shareholders, who had previously voted via email, and Cox Hinkins were once again appointed as examiner of accounts. It was Agreed by the Committee that we should seek estimates from different companies for next year's examiner, although the Treasurer stated that Cox Hinkins had been very reliable to deal with.

4. Report by the Chair and Treasurer

Written reports had been circulated previously amongst shareholders, and these reports were accepted via the Voting Paper.

Report by the Chair

Sue Baker thanked everyone for supporting the shop and for working in it over the last year. The appointment of Suzie Hodgson as full-time manager was deemed a success, and she has settled well into her role. 2020 started optimistically with great sales, and we also celebrated our 10 year anniversary at Ruskin College in March. Shortly afterwards life changed due to the coronavirus epidemic, and the shop was closed as a result of the

national lockdown. The Committee has been busy planning for the shop's reopening, hopefully in June, with some redecoration, and all necessary precautions, including risk assessment, to combat any infection from the virus. The rear of the premises has also been improved, with refurbishment of the toilet area, and creation of safe access to the loft space. Sue ended on a positive note confident that Headington Fairtrade Co-Operative would overcome any challenges and soon be open so that we can benefit our Fairtrade suppliers and partners overseas.

Report by the Treasurer

Sally Thompson reported that 2019 had been a very successful year, with sales an average of 7% above 2018. Profits were similar to 2018 in spite of the increased cost of appointing a full-time manager. Bookkeeping has now been outsourced, and John Coyle was thanked for providing this service *gratis* for many years. A new 10 year lease has been negotiated for the same premises from January 2020. During 2019 there was a 25% increase in share capital. We remain optimistic about our ability to continue trading, helped greatly by government grants, and with retained profits to draw upon if needed. Sally added that the excellent financial performance in 2019 was in no small part due to our manager, Suzie Hodgson, who is a great asset to the shop, helping significantly to increase our sales.

5. Election of Committee members

10 nominations were received for the Management Committee - Sue Baker, John Coyle, Pru Dickson, Pip Elphick, Anne Gallacher, Kate MacFarlane, Nina Peace, Sally Thompson, Rachel Walding, and Robin Williamson. Shareholders had previously been sent a Voting Paper and had voted by email in favour of the new committee being approved *en bloc*; this motion was therefore Carried.

The meeting concluded at 8.30pm.