

## DUNBAR COMMUNITY BAKERY

### **Minutes of the ANNUAL GENERAL MEETING held at 19.00 on 11 May 2016 in the Bleachingfield Centre, Dunbar**

**Present (25):** J.Bell, M.Byers, D.Edmunds, D.Eyre, I.Gillian, J.Jenkins, I.Knox, M.Lawson, O.McDonald, A.McGachy, D.McKinnell, LM.Miller, D.Mumford, S.Nuttgens, U.Penny, N.Richerby, D.Smith, H.Smith, E.Tait, S.Tossell, D.Williamson, E.Wimbush, J.Arnott, C.McLellan, M.Drever.

**Apologies (11):** S.Robertson, K.Hare, M.Darraha, K.Darraha, P.Revell, C.Taylor, A.Stobart, S.Woodall-Mason, A.Cosgrove, L.McLean, M.Haddow.

**Chair's Welcome:** Erica Wimbush welcomed shareholders to the 7<sup>th</sup> AGM of the Bakery. She paid tribute to the contribution made by those members of the Management Committee who had stood down during the year, in particular Mary Darraha and Chris Taylor.

**Minutes of 2015 AGM:** These had been circulated and were approved as a correct record (with S & A Tossell to be added to the list of attendees).

**Secretary's Report:** David Williamson said certificates had been issued to 53 new shareholders over the year, and the latest card issued was no 897 (some are multiples). A breakdown of addresses showed that 66.5% of shareholders live in Dunbar, 16% elsewhere in East Lothian, and 5% in the Borders.

**Treasurer's Report:** Duncan McKinnell gave a presentation regarding the 2015 Accounts, copies of which had been circulated. This showed that the business had made a loss of £3.5k in 2015, compared with a loss of £16k in 2014, though it was still meeting the solvency tests. Turnover had deteriorated year on year, but costs were also down and hence the smaller loss. Shareholders expressed their thanks to all of the staff who had worked extremely hard to get the bakery through a difficult period over the winter after the senior baker, Darryl Sharp, left leaving only two junior bakers.

In explaining the losses, he referred to the difficult trading conditions in the High Street, but also to the limited product range in the Bakery. The Committee's response had been to appoint Colin McLellan to Bakery Manager in March 2016, with Marie Drever becoming a trainee Baker, thus increasing the bakehouse team to 4. This was with a view to expanding the product range by introducing some more affordable products to run alongside the existing artisan range of breads, saqvouries and patisserie. In the last 8 weeks, sales have gone up by 32% which is an excellent start. The target is to try to increase sales by a further 5-10%.

Following questions, the meeting agreed to approve the 2015 Accounts prior to submission to the FCA.

**Auditor:** In line with Rule 54(b) of the Constitution, the meeting agreed not to appoint a qualified auditor.

**Constitutional Change:** The Management Committee had proposed that Rule 16 be altered, with the word “shall” in line 2 deleted and replaced by the word “may”, and with the words “by the Society in General Meeting” in lines 3 and 4 deleted and replaced by the words “by the Committee of Management”, and this was agreed by the meeting.

**Election of Management Committee for 2016/17:** It was announced that David Eyre is standing down from the Committee, and the shareholders thanked him for his contribution over the last year.

The following shareholders (6) were duly proposed to serve on the Committee in the coming year:- Duncan McKinnell, David Williamson, Erica Wimbush, Derek Edmunds, Emily Tait and Alison McGachy.

The meeting noted that others can be co-opted onto the Committee during the year. Shareholders will be contacted with regard to the particular skills needed (such as business development, website and graphic designs).

The Chair also expressed her thanks to the many volunteers who help with deliveries and on market stalls at events. It was suggested that consideration be given to incentivising/rewarding volunteers with offers of products.

**Developing the Product Range:** The new Bakery Manager, Colin McLellan, updated shareholders on the expanding product range his team are now producing, including a wider range of pies, rolls and scones. A summer range of fruit tarts using local produce is about to be introduced. In response to a question, he said some additives and preservatives are to be found in the new affordable range, but the artisan breads remain as before and have no additives, preservatives or enhancers. He asked for any good recipes from mothers and grannies to be submitted. The shareholders expressed their appreciation for Colin’s efforts with a round of applause.

**Refurbishing the Shop:** Emily Tait described some of the proposals arising from the Shop Doctor initiative which the Bakery had participated in. These include repainting the shop exterior, and refreshing the hanging breadbasket and dog tie signs. It was noted that changing the shopfront colour would incur a £200 planning fee so it is likely that the shop will continue to be green but in

a shade more consistent with the new logo. She expanded on potential changes to the shop interior, including creating an office area for Jo Arnott, moving the chiller display cabinet and repositioning the bread slicer, coffee machine and pie warmer. The Committee will be phasing implementation of the refurbishment, and volunteers such as joiners and painters will be sought.

**Extending Markets:** Erica Wimbush said that the wholesale market base had been expanded over the last year, but the target was still to double wholesale sales. She talked in particular about the Haddington Food Assembly which opened for business on 2 May, and which had generated for the Bakery almost £100 on-line sales in the first week. One suggestion was to tap into the potential of the large workforce engaged in house-building in the town and the early morning train commuter market. Colin McLellan said he was looking at earlier opening to try to attract some of this trade.

**Close:** The Chair thanked shareholders for coming to the AGM, and invited them to sample some of the products staff had brought along.