



RULES OF THE ASSOCIATION

- 1] The Association shall be known as the Ruscombe and Whiteshill Village Shop Association (the RWVSA), hereafter called "The Association", this being an Unincorporated Association.
- 2] The objectives of The Association shall be to:
 - operate and maintain a community shop
 - supply food, household requirements and everyday necessities
 - sell and exhibit arts and crafts made locally
 - provide a meeting place for residents and visitors
 - provide facilities to display information on local trades and skills
 - co-operate with other bodies having a like interest in The Association's objectives, consistent with the delivery of this Association's objectives.
- 3] All persons living within the local community will automatically be considered to be a member of the Association, as well as a person or body supporting the Association subject only to the agreement of the Management Committee. Members of the Association who attend the Annual General Meeting (AGM) have the right to vote.
- 4] The shop and café will be managed and operated by an elected Management Committee.
- 5] There will be an AGM of the Association which shall be held not later than three months after the end of each trading year.
- 6] An Extraordinary General Meeting of the Association may be called by a two-thirds majority of the Management Committee, or by 5 or more members concerned about the operation of the Association.
- 7] The office holders of The Association shall consist of a Chairperson, a Secretary and a Treasurer, who shall be elected at the AGM for the succeeding twelve-month period.
- 8] The direction and management of the Association shall be vested in a Management Committee consisting of the office holders and a minimum of 5 and a maximum of 12 other members who shall be elected annually at the AGM.
- 9] The Management Committee will meet monthly.
- 10] Should the number of members of the Management Committee fall below 5 during the year, a new member may be co-opted for the remainder of that year.

- 11]** As an officer of the Association, neither the Secretary nor the Treasurer of the Association are permitted to vote in Committee or at the AGM on matters for which they hold responsibility.
- 12]** At the discretion of the Management Committee, deputies for the officers of the Association may be nominated for the duration of the year.
- 13]** The quorum of the Management Committee will be deemed to be two-thirds of the members of the Management Committee present at the meeting and in the case of equality of vote the Chairperson shall have a second, casting vote.
- 14]** Members of the Management Committee who fail to attend three out of four consecutive meetings of the Management Committee shall be deemed to have resigned unless the Management Committee determine otherwise
- 15]** In addition to the powers mentioned in Rule 8, the Management Committee may:
- fill any casual vacancy amongst the office holders for the remainder of that operating year for the good management of The Association as it deems expedient
 - from time to time make sure such regulations and arrangements are consistent with the Rules and for the good management of The Association as deemed expedient
 - co-opt any member to give special help and advice for as long as it is deemed to be required
 - remain in power until new Members of the Management Committee for the ensuing year have been elected
- 16]** The Management Committee shall appoint an Executive Committee comprising the Chairperson, Secretary and other Committee members as required in point 13, to deal with urgent business relating to The Association. Any action taken by the Executive Committee shall be reported to the next full Management Committee Meeting.
- 17]** The accounts of the Association shall be presented at each AGM. Monitoring of the financial position of the Shop shall take place regularly and reported at the monthly management committee meetings throughout the year.
- 18]** The distribution of any surpluses occurring at the end of the Association's trading year shall be decided at the AGM.
- 19]** In the event that The Association is wound up, its assets shall be disposed of by tender, or at auction. All creditors shall then be paid so far as is practicable. Any outstanding surpluses shall be donated to the Whiteshill County Primary School, or to the Village Hall or to the Scouts and Guides Association, or divided amongst these and any other similar bodies, at the discretion of the AGM.
- 20]** The Rules of the association may be amended or added to at the AGM, provided that ten days' notice is given in writing to the Secretary. The members of the Association who attend the AGM have the right to vote. There must be a seventy-five percent majority to agree to such change. (The AGM will be publicised on the noticeboard in the shop, on the shop's Facebook Group page and on the Parish Council website.) All other matters shall be decided by a simple majority of these members present and voting.

To be adopted at the AGM in February 2018

Originally adopted at the association Annual General meeting on February 19th 2003



Playing Field, Main Road, Whiteshill, Stroud, Glos, GL6 6AP

18TH ANNUAL GENERAL MEETING

MINUTES

Held on Friday 27th January 2017

Present	Mary Dunford, Chair	Jonathan Edmunds
	Sally Weaving	John Dunford
	Joyce Ballinger	Celia Poole
	Barbara Burchell	Ruth Kelly
	Sheila O'Bryan	Hugh O'Neill
	Nick Quayle	

**18.1
Chair's Opening
Remarks**

Mary Dunford welcomed those present.

**18.2
Apologies**

Apologies were received from Judith Kirby, Claire Deacon, Adele Gerrard and Nick Bentley

**18.3
Minutes of
previous AGM**

The minutes of the AGM held on 9th February 2016 were read, agreed and signed.

**18.4
Chair's Report**

Mary Dunford read her report which is attached. There were no questions from the floor.

**18.5
Annual Accounts**

- The Treasurer, Claire Deacon, was not able to attend the meeting but had sent a detailed report of the financial year ending 30th November 2016. This included a profit and loss account for the year ended 30th November 2016; a draft balance sheet as at 30th November 2016; and graphs showing sales and purchases for December 2015 to November 2016. Nick proposed that we thank Claire for such detailed and clear accounts.
- Nick Quayle was surprised that trade was not better as the number of people living in the village had increased, and he felt that trade could be improved by putting a sign for "village shop" on the main road. It was agreed that this issue would be addressed by an application for a road sign by the new committee.

**18.6
Election of Officers**

Chairperson Ruth Kelly, proposed by Mary Dunford and seconded by Sally Weaving
Secretary Adele Gerrard, proposed by Ruth Kelly and seconded by Celia Poole
Treasurer Claire Deacon agreed to stay on the committee in this role

- **Committee members** No new members volunteered to serve so the following people were re-elected nem.con: Celia Poole, Barbara Burchell, Nick Bentley, Sally Weaving, Mary Dunford and Joyce Ballinger.
- It was agreed that Committee meetings would continue to be held once a month on Wednesdays at 5.00pm.

18.7

Any Other Business

- Mary Dunford proposed that we thank Judith, who is leaving the district, for her dedication as Secretary and wished her well for the move. Thanks were also expressed to Mary Dunford who is stepping Down as Chair, but she will remain on the Committee. Flowers had been presented on behalf of the Committee to Judith Kirby and Mary Dunford in appreciation of their commitment and hard work at the shop.
- Flowers and a card had been given to Mary Watkins when she stood down from the Committee and left the shop, and thanks were expressed to Mary and her family for all their help over the last 18 years.
- Thanks were also given to Bob Kelly for arranging the fascia around the shop and Ruth Kelly agreed to get an informal opinion on the condition of the shop building before any more money was spent on updating it. **RK**
- It was suggested that there should be more communication between volunteers (e.g. emails), and Ruth Kelly agreed to look into this. Discussion took place about other community shops and how some were bigger than ours with paid managers. **RK**
- Amanda had given us a reconditioned Dyson cleaner, and a promise of a secondhand kitchen later in the year.
- Future activities include Pancake Day in conjunction with the Scout Hut people and possibly the Pumpkin trail.
- Nick Quayle suggested that the Parish Council may give a grant for updating the shop, and writing to every household asking for donations towards refurbishment.
- Discussions took place on how to get more people into the shop. Suggestions included a coffee morning for young mums (playgroup); putting an advertisement in The Star; advertise in the Randwick and Whiteshill schools; the church magazine (we already do this); The Warbler which goes to every house in the village.
- It was agreed that Ruth Kelly will contact Helen Dunn on the Parish Council to advertise the shop on the Parish Council website, especially as we are part of the 15-year plan for the village. **RK**
- It was felt that the individual notices scattered around the walls in the shop did not look very professional and the Committee would look at ways of tidying up when redecorating.
- Hugh O'Neill had taken on the job of researching a quantity of stamps that had been given to the shop but felt it needed a more professional view. Mary Dunford volunteered to advise the donator that there could be some value and to confirm that legally she had the authority to donate the stamps. Ruth Kelly offered to show them to a friend who is a stamp collector for an overview value. Thanks were given to Hugh for all his time spent on the collection. **MD**
- It was agreed that the Shop we will be involved with this year's Pancake Race and Pumpkin Trail. It was also agreed that we will be involved with the Easter Egg Hunt, but this is to be confirmed.

Date of next meeting

The first meeting of the new Committee will be held on Wednesday 22nd February.