



## Clevedon Community Bookshop Co-operative Limited

### **Minutes of the Annual General Meeting of the Bookshop Co-operative held on Saturday 17 September 2016 in the Clevedon Cricket Club Clubhouse from 2.00pm.**

**Present:** 36 Co-operative members.

**Apologies:** 10 Co-operative members.

7 members requested that the chair or secretary vote for them by proxy and five members submitted voting papers to the meeting.

The meeting was chaired by Dr Jeff Bidwell, Chair of the Board of the Bookshop Co-operative.

The meeting was organised in two halves:  
first, consideration of the formal business of the AGM;  
second, presentations by the Bookshop Co-operative teams.  
Afternoon tea was enjoyed during the intermission.

The Chair welcomed members to the AGM. He set out the programme:

- Introduction & Summary: Chair, Jeff Bidwell;
- Summary of Accounts: Treasurer, Lyn Bibbing
- Vote on AGM Resolutions: Secretary, Melanie McEvoy
- Bookshop Report: Lesley Dinsdale and Brendan Blair
- Bookstore (Unit 15) Report: Sue Marshall
- Internet Sales Report: Mel McEvoy
- Courses and Events Report: Angela Everitt
- Window Dressing Team Report: Jenny Wildblood
- Bindery Team Report: Margaret Castle
- Cataloguing Team Report: Jeff Bidwell
- Thanks and Closure: Chair, Jeff Bidwell

#### **I. Introduction and Summary**

- I.1 The Bookshop Co-operative has welcomed many new volunteers during the year but more are always needed.
- I.2 Over the year, new team co-ordinators have taken on responsibilities – Brendan Blair (bookshop), Caroline Jones (cataloguing), Volunteers (Margaret Castle). Thanks to Emma Hill, Tom Gowling and Alan Bailey, who previously filled the Bookshop Co-ordinator role.
- I.3 Changes have been made to the bookshop - shelving, new stock, new laptop and TV monitor, ISP broadband upgrade to Virgin Media Business package.
- I.4 Thanks were extended to volunteers who had left, to new volunteers, and to Gaynor Targett for till reconciliation and banking.
- I.5 The Patio Store area has been re-shelved and re-organised.
- I.6 Unit 15 bookstore: Work on building the mezzanine floor in Unit 15 was completed under budget. The structural, safety, electrical and fire

requirements were all met and approved by North Somerset Building Control. Thanks were extended to all individuals involved in the project.

- 1.7 The Chairman summarised the values and principles of Co-operatives and reiterated that our members did not receive dividends, but that a surplus of income over expenditure, if any, was allocated to a reserve fund. This reserve fund was to permit the Bookshop Co-operative to meet its financial obligations in the event of an operating loss. The operating surplus for the year 2015-2016 was £5,138.00, representing a reserve of 32 weeks trading.

## **2 Accounts 2015-2016**

- 2.1 Copies of the accounts were emailed to members and posted on the Bookshop Co-operative website during August 2016.

- 2.2 The Treasurer summarised the accounts:

Income - £36,137

Outgoings - £29,249

Depreciation of stock - £1760

Net profit - £5,138

Bank Account - £19,514

## **3 AGM Resolutions**

- 3.1 **Minutes of the AGM held on 12 September 2015,**

Copies of the minutes were emailed to members and posted on the Bookshop Co-operative website during August 2016.

The minutes were adopted unanimously.

- 3.2 **Accounts for the Bookshop Co-operative for 2015-2016**

The accounts were adopted unanimously.

- 3.3 **Financial Conduct Authority**

It was agreed unanimously that the Annual Report and Accounts for 2015-2016 should be forwarded to the Financial Conduct Authority

- 3.4 **Appointment of auditors for 2016-2017**

It was agreed unanimously that Newsham Hanson be invited to continue as our auditors.

- 3.5 **Nominations to the Board 2016-2017**

Details of six members nominated, with their personal statements, were emailed to members and posted on the Bookshop Co-operative website during August 2016.

Since the Board has vacancies for 12 members, there was no election.

The meeting unanimously ratified the new Board, thanking members for standing.

- 3.6 Thanks were expressed by members to the outgoing Board.

## **4 Presentations from the Bookshop Co-operative teams:**

- 4.1 **Bookshop Report:** Lesley Dinsdale presented an analysis of bookshop sales over the year:

turnover of £28,207 from the sale of 10,189 books, 43% of which were non-fiction (4,384 books), 35% fiction (3,515 books), 22% children's (2,205 books); 76 categories of non-fiction are shelved, with the top 10 categories accounting for 48% of books sold, top 20 categories 70%; graphs were presented showing consistent annual and monthly patterns of sales over the last two years with peak times at over the Easter (April) and the summer

holiday (July and August) months.

Brendan Blair reported that the priorities in the last year had been to improve the quality of the Shop stock and to increase the turnover of stock on the shelves. The new shelving in the Patio Store had enabled more stock to be kept onsite and the Bookshop Team were working hard to maintain a coherent process for refreshing the shelves and in maximising the use of the space available in the Shop. He thanked the Window Dressers for their wonderful displays, Jeff Bidwell for his support for the Shop IT systems, and all the volunteers for their commitment during the past year.

- 4.2 Unit 15 and Internet Shop** Sue Marshall, co-ordinator of the Internet Sellers Team, presented a review of the work accomplished at Unit 15, thanking the volunteers at the Unit. She outlined: our working relationship with Bookbarn International; the success of the Open Day on 17 October 2015; the generous donation of books by the family of the poet Bill Pickard; the future of the Internet Shop, including the process now ongoing of stock checking and pruning, cataloguing and scanning; raising awareness and availability of online stock to bookshop visitors to our shop, increase our profile online and locally using social media.

Mel McEvoy, Secretary and Internet sales volunteer, presented a comparison of internet book sales by month year: peak times for sales (both number and value of books) for this year and last year were both November to January. We had received very positive feedback from customers: 4 examples were quoted. Mel explained that Unit 15 offered support for other areas of the Co-operative; that we must maintain our excellent reputation, utilise our resources to provide literary support to Clevedon, and to encourage volunteering at the Unit.

- 4.3 Courses and Events** Angela Everitt, co-ordinator of the Courses and Events Team, re-iterated the principles of Co-operatives as outlined by the Chairman previously. She gave details of progress with the Creative Writing Programme and Events, including "Touring the Battlefields" (with Phil Curne); the Bookshop's 4<sup>th</sup> Birthday Party, and the Clevedon Tides writing Workshop. She outlined the ethos, scope and activities of Clevedon Community Press, and described the progress with its first publication, Writing on the Lake, a collaborative enterprise with Marlens; finally thanking all members and contributors to the courses and events programme.
- 4.4 The Window Displays** were presented by Jenny Wildblood, a member of the Window Dressers Team: April, Fish; May, Music; June, Magna carta; July, Alice in Wonderland; August, Balloons; September, Sea Life; October, Battle of Agincourt 1415; November, Buildings; December, Fairies; January, Robert Burns; February, Year of the Monkey; March, Time.
- 4.5 The Bindery** was presented by Eileen Potts, a member of that team. Over the year, 78 books have been repaired for the Bookshop, 4 books for the Internet shop, 7 books for customers. Income from customer repairs, £326, more than covered the cost of materials and additional equipment purchased for the bindery, £44.69. Displays were presented of book repairs. It was

noted that members of the team are continuing to engage in bookbinding training events, workshops and courses funded personally and that participation in the Society of Bookbinders Competency Scheme is being considered. 3 members of the team are now members of the Society of Bookbinders. A leather-bound family Bible had been repaired and its family origins traced to an address in Liverpool. The Bible would be returned to the family in due course.

- 4.6 Cataloguing and ISBN Scanning:** progress was presented by Jeff Bidwell. The catalogue comprises pre-ISBN (pre-1970) books, described individually and in detail using HomeBase 3 software (book values average £8, range £2 - £200) by trained internet cataloguers usually in their own homes; and post-ISBN (post-1970) books are scanned using Readerware 3 software (book values are normally only £2 - £20), in Unit 15 or the bookshop by trained book scanners. The catalogue, currently 17,936 books (4,000 more than last year) is uploaded to Amazon, AbeBooks and Biblio and is accessible for customers to view on a PC in the bookshop. It is also available using the free Readerware 3 “app” on iPad, iPhone, or any Android tablet or smartphone.

## 5 Concluding thanks

On behalf of the Board, the Chair expressed thanks to:

- The Teams: Booksellers, Internet Book Sellers, Unit 15 Logistics, Bindery, Window Dressers, Cataloguers, Book scanners, Database workers, web site and Facebook co-ordinators, and other members who have run the Co-operative so successfully this year;
- The outgoing Board: Mel McEvoy, Lyn Bibbing, Lesley Dinsdale, Sue Marshall, Ali Cunningham, Jim Baldwin, Caroline Jones, Emma Hill, Brendan Blair, and Alistair Moore
- Unit 15 construction: John Taylor (civil engineer), Sean O’Connor (builder)
- The AGM afternoon tea team
- Clevedon Cricket Club for the use of the hall;
- Members who had attended the AGM; and all other members who voted or sent proxies, for their continuing interest and support.

Minutes prepared by the Secretary, Mel McEvoy  
September 2016.