

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 (8): *S.Robertson, K.Hare, M.Darrah, K.Darrah, P.Revell, C.Taylor, A.Stoddart, S.Woodall-Mason.*

Chair's Welcome: Erica Wimbush welcomed shareholders to the 7th 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 Darrah 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, over the winter after Darryl Sharp left leaving only 2 bakers, had worked extremely hard to get the bakery through a difficult period.

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, with Marie

Drever becoming a trainee Baker, thus increasing the bakehouse team to 4. This was with a view to expanding the product range and introducing some more affordable products to run alongside the artisan breads. 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 Eyres is standing down from the Committee, and the shareholders thanked him for his contribution.

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

The meeting noted that others can be co-opted, and shareholders should be emailed to see if there are any with particular skills (such as IT, graphics) willing to do so.

The Chair also expressed her thanks to the many volunteers who help with deliveries and 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 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 preservatives are to be found in the cheaper range, but the artisan breads remain as before and have no

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 colour would incur a £200 planning fee. She expanded on potential changes to the interior, including creating an administration area for Jo Arnott, and moving the cake display and repositioning the bread slicer, coffee machine and pie warmer. The Committee will be developing a timescale for implementation, 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 this. She talked in particular about the East Lothian Food Assembly which had just opened, 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 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.