



**Braunston Community Café AGM**

**Held at 16:00pm on 17<sup>th</sup> October 2016 in the Parish Room within All Saints Church.**

**Present**

- Rosemary Harding
- John Harding
- Veronica Smith
- Chris Pardoe
- Jean Johnson
- Sandra Stapley
- [Louis Prat](#)
- Nigel Sykes
- Jenni Burton
- Trines Ward
- Barbara Bury
- Jean Johnson
- Sheila Parr
- Jenni Burton
- Wendy Wilson
- Chris Maltby
- Rev. Sarah Brown
- Judith Sykes
- Jacqueline Lancaster

Formatted: Left, Indent: Left: 0 cm

Formatted: Left

Formatted: Justified

### **Apologies**

Alison Milner  
Christina van Vuuren  
Denise Waddleton  
Ralph Maltby  
Gill Maltby  
Jason Pritchard  
  
Sandra Ashford

Rev. Sarah Brown welcomed all to the second AGM of the community café. Gave a quote from the bible “All you are thirsty, come” Gave a prayer for the meeting.

### **Approval of minutes**

The minutes were approved; no one had any questions regarding the minutes. Proposed by Wendy Wilson and seconded by Jenni Burton

### **Matters arising from Minutes**

All actions were [confirmed as being](#) completed

Rev Sarah stated that Pete Morgan and Abigail Campbell are no longer sitting on the Steering Group and thanked them for all their work and commitment to their involvement of the Community café. She welcomed Jason Pritchard and Sandra Ashford to the Steering Group.

### **Management report**

Reported by Chris Maltby

“I am pleased to say that the café has continued to thrive. We have many regular customers plus new friends from the canal community, plus cycling and walking groups. The support from the villagers has been phenomenal.

But my main thank you has to be to our loyal group of volunteers whose hard work has made the café such a success.

However, without our wonderful cake maker I am not sure we would be achieving so much. Wendy is now famous for our best-selling cheese scones and amazing cakes and we have customers coming from miles away to sample them.

We should also mention our local coffee supplier, Coffee Classics. We continue to receive many compliments about the quality of the bean-to-cup coffee we provide and the service we receive from them is excellent.

We must also thank our landlords Isabel and Louis, our treasurer Ralph, the standing committee and the Rev. Sarah for their support.

We have had a few changes since our colleagues the Alsops moved earlier this year. Jenni has taken over the organisation of our craft displays and I am now able to take a more active role in the day-to-day running of the café. David supports me with the management of stock, and continues to work out the rota – not an easy role. We have a pool of 25 volunteers but need 4 per day and 3 on Saturdays.

We have a great team and we thank them all for their devotion to the café and for the work they put in to achieve the aims we set out. [”](#)

## **Treasurer's report**

Reported by Judith Mortimer-Sykes

"I took over from Peter Hobbs as Treasurer of the Steering Group in January this year and I would like to start by thanking Peter formally for all his hard work in setting things up for the Steering Group in 2015. I would like to report on 2 items today, the first being the Annual Accounts for the financial year ending 30 June 2016. The second being a report on the grants we have made to date and the funds still available.

### **1. Annual Accounts FYE 30/6/16**

The two years are not directly comparable because Yr 1 was only 6.5 months to 30 June 2015 (this was reported on at last October's AGM). Takings in the café were almost £16,000 in 15/16 of which under £500 was craft sales, where the proceeds go directly to the person selling their crafts. Takings vary weekly and quite dramatically according to the season; typically they average around £300 a week in the winter months and £400 a week in the summer months. The biggest expenditure is obviously on buying all the consumables for the café such as coffee, tea, all the lovely cakes, bread, fillings, salads, sauces etc. Then there are major items like insurance, equipment and cleaning. After allowing for ongoing running costs for 3 months and at least another £1000 in the bank, the operating surpluses are made available for grant funding every quarter.

At last year's AGM we reported £1000 had been made available for grants and that 3 donations had been made totalling **£990** to the financial year ending 30 June 2015.

To the FYE 30 June 2016 a further **£4000** was made available and of this, **£2140** was paid out to 8 different village groups and societies. I will provide more detail on the grants shortly.

I would like to thank two people with regard to these accounts.

The first being Ralph Maltby who deals with all the finances for Your Cafe (this includes the cash from the café takings, banking it, paying all the bills and providing the cheques for the grants we make, as well as keeping meticulous records on spreadsheets). Secondly, I would like to thank Geoff Waghorn for producing these accounts. Once again we are very grateful for his help in acting as our independent examiner of all the records that Ralph keeps. Geoff has provided us with a signed statement saying:

***"I have found no matters to which, in my opinion, attention should be drawn in order for a proper understanding of the accounts to be reached".***

**Action: accounts to be approved today (done)**

### **2. Grant Funding**

Since the start of our new financial year, (i.e. from the beginning of July) a further £3595 has been allocated to us for grants. We have paid out to 3 groups totalling £665 since July and we have approved recently a further 3 grants totalling £1800 (funds not yet withdrawn). That means a total of £2465 has been approved for 6 groups already, in less than four months, compared to the £2140 we paid out in the last financial year to 8 groups.

Since the café started, a total of **£8595** has been provided for grants and so far **£5595** has been either paid out or allocated, leaving us with **£3000 still currently available** to allocate for grants. We expect additional funds from the café to be made available to us shortly as we have typically received an allocation of around £1000 a quarter.

This recent upsurge in applications is very pleasing because this year we have publicised the grant information on the village website, in the BVN and in the Parish Council's annual report to encourage more applications. Here are the groups and societies we have been able to support to date (13 in total with four groups having made either a second or top up application):

- Braunston Friendly Club
- Braunston Scouts
- Braunston Pocket Park
- Braunston Cinema Club
- Braunston Football Club

- Wheatsheaf Ladies Skittles Club
- Braunston Twinning Association
- Braunston Art Group
- Dick Herne Braunston History Society
- Braunston Singers
- Braunston Playing Fields
- Braunston Youth Club
- BGVA

Thank you once again to all our volunteers and special thanks to the Your Café management team".

Treasurers report approved by Barbara Bury and seconded by Sheila Parr

Wendy Wilson queried the Cinema Club application and stated that it was for the village hall. Judith Sykes stated that the Cinema Club ~~made the application applied so and were dealing with the matter~~ therefore it was being granted to them. Wendy Wilson asked if anyone could make a personal presentation of their application to the group as the application form didn't have a lot of space. Judith said ~~It was stated~~ that applicants usually include a covering letter or email and provide additional information as appropriate. The Steering Group followed the criteria as listed in the published operating surplus process. Cheques are made to the club or society not individuals. The steering group has received a varied range of application from various groups in the village.

#### Any other business

Louise Prat apologised for not informing the secretary that he had something to be included in the AOB but he was away.

Firstly he stated that he was very pleased to have the café, good to see it busy and it was a great asset to the village.

He stated that there had been no notification of the AGM in the café.

He was informed that it had been advertised in the Daventry Express, BVN and in the church bulletin.

He asked could a list of grant applications be published occasionally.

Judith stated that the applications have been notified in the Parish Council minutes, which are available on the village website and an article was produced for their annual report in May and also -in the BVN. An article with latest figures and list of applicants provided to the AGM today would be included in the BVN in due course.

Louis He asked could a notice be put on the door when the café was closed.

He was assured that a notice has always been put onto the door and inside the café detailing when the café would be closed.

Nigel Sykes asked if the re was a budget for expenditure on improving the layout of the kitchen ~~could be re-vamped~~ as it was difficult to work in there.

Revd Sarah said that it was a good idea for such expenditure to be considered but not until the tenancy agreement had been finalised. On the layout, Chris Maltby stated David Maltby has looked at all aspects and came to the conclusion not a lot more could be done to change the layout at the present time because of the need for access to the back door as a fire escape.

The next Annual General Meeting will be held in October 2017

Meeting finished at 16.45

