

North Molton Community Shop

Public meeting 27th September 2023

North Molton Community Shop Limited

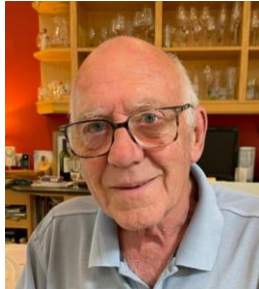


Agenda

- Progress to date
- Funding
- Premises
- The way forward
- Your input



Community Shop Core Team



Andy Milne
Chairman

Village resident for 33 years
Former RAF pilot & retired
business owner. North Molton
School Governor



Hugh Jennings
Treasurer

Village resident for 6 years
Over 30 years experience in
multi-site retail & operations
management. Parish Councillor



Gary Nickels
Secretary

Village resident for 9 years
30 years experience in
operations management



Dave Heath
Vice Chair

Village resident for 2 years.
Regular visitor to the village for
12 years. Former salesman,
publican & business owner.



Anne Johnson

Village resident for 10 years
Experienced in retail including
The Poltimore Inn & E Bulled &
Sons. Parish Councillor



Andy Radley

Village resident for 3 years
Born in North Devon,
associated with the village for
20 years Retired vet. Parish
Councillor



Amanda Adams

Village resident for 15 years
Experienced in retail including
with E Bulled & Sons

Creation of the business

North Molton Community Shop Limited

- A Community Benefit Society as defined under the Co-operative and Community Benefit Societies Act 2014
- Is registered with the Financial Conduct Authority and subject to their constraints
- The 2014 Act requires a community benefit society to “carry on a business, industry or trade” that is “being, or intended to be, conducted for the benefit of the community”
- It is a not-for-profit business model which makes it very attractive to funders who offer grants for not-for-profit bodies
- Membership of a Community Benefit Society is organised on the principle of one-member, one-vote, so it’s a great structure where there’s a fundamental equality between members
- Popular for community ownership of local assets which have meaning and importance for the whole community, such as pubs, shops, football clubs, leisure facilities

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Co-operative and Community Benefit Societies Act 2014
Registration of new society

The following society has today been registered by us under Co-operative and Community Benefit Societies Act 2014 as a Community Benefit Society:

Society: **North Molton Community Shop Limited**

Registration number: **9080**

Registration date: 26 May 2023

Address: The Cottage, East Street, North Molton, Devon, EX36 3JQ

Financial year-end date: 31 March

Date: **26 May 2023**



Building the foundations

The nuts & bolts of the business

- Company structure and policies being developed
- Bank account has been set up
- Preliminary business plan created
- Funding plan developed
- Premises – refining detail
- Detailed project plan being created
- Facebook page created
- Website being developed
- Reaching out to the community

Shop manual

1. Introduction, including company title, mission statement, visions & values, committee make up.
2. Governance standard, including meeting protocols
3. Document standards, inc index, owner, revisions etc
4. Business plan, inc financial spread sheet
- 5 Brand identity, including layouts, pantones etc
6. Financial controls
7. Health and safety management
8. Communication protocol, including social media, website etc
9. Supplier and contractor management
10. Project plan and review
11. General data protection regulation
12. Equality, diversity and inclusion
13. Community engagement
14. Recruitment and selection process



The **co-operative** bank
Ethical then, now and **always**

northmoltonshop.com



The business plan

The business plan is a key element of this journey

- In developing our preliminary business plan, we looked at
 - Survey results – indicated likely shop usage
 - Research into equipment & utilities costs
 - Negotiation on premises rental costs
- We have taken a slightly cautious approach
- The fundamental objective of this project is to establish a sustainable shop

Business plan					
The Vision					
Our vision is to provide the residents of North Molton with the essential community services of a shop, space for social engagement and an environment where everyone can work together to create a sense of belonging.					
Our Mission					
To establish a community owned shop that provides quality fresh local food and essential local services.					
Premises					
The Old School, The Square, North Molton					
Community Ownership					
The North Molton Community Shop project is a social enterprise initiative and is a Community Benefit Society formed in 2023 by residents interested in the village. The Society is registered with the Financial Conduct Authority.					
The Society is planning to issue community shares that will attract investment from individuals within the community to enable us to carry out the works required to establish a shop in the village. We will supplement this community funding with applications for grants from external organisations. Further details of the funding can be found in the Funding section below.					
Our Objectives					
We will:					
1. Be a not-for-profit enterprise owned by the community.					
2. Develop within the premises a general store, Post Office and café/club room for community information and social interaction.					
3. Create a sustainable and affordable facility which is in keeping with the village.					
4. Develop close relationships and strong supply chains with local growers and producers within North Devon.					
5. Become a profitable business by year 3 of operation reinvesting the business or other community projects.					
6. Provide employment, volunteering and learning opportunities to the community.					
North Molton Parish.					
Sheet A					
Shop budget					
	2024	2025	2026	2027	2028
Receipts					
Shop sales (Note A)	140000	180000	190000	200000	220000
Café sales	5000	6000	7000	7000	7000
Club room	0	0	0	0	0
Fund raising	0	0	0	0	0
Grants	0	0	0	0	0
Total Income	145000	186000	197000	207000	227000
Purchases					
Shop cost of sales (80%)	112000	144000	152000	160000	176000
Café cost of sales (40%)	2000	2400	2800	2800	2800
Rent	3000	6000	6000	6000	6000
Council tax	0	0	0	0	0
Refuse collection	160	160	160	160	160
Electricity	3000	3000	3000	3200	3500
Water	200	200	200	200	200
Wages (note B)	0	24000	26000	30000	30000
Maintenance	500	500	500	500	500
Insurance	500	500	500	500	500
Fees	150	150	150	150	150
Phone	720	840	840	840	840
"card" charges	600	600	600	800	800
Bank Charges	240	240	240	240	240
Sundry costs	5000	500	500	500	500
Tax/VAT	0	0	0	0	0
Total expenses	128070	183090	193490	205890	222190
Profit/Loss	16930	2910	3510	1110	4810
From the Survey:					
Nos		Spend	visits	week spend	40 weeks
once per week	58	20	1	1160	
2-3 per week	140	12	2.5	4200	
Daily	29	7	6	1218	
			Total	6578	40
					263120
Notes					
A. Initial stock included in set up costs					
B. First year wages in setup costs					
		20% gp			52624

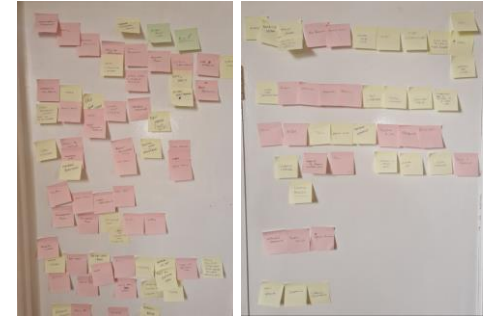
Still a lot to do!

Detailed task list to get to launch

- The team identified **ALL** the things that needed to be completed prior to opening
- Everything from Business plan to shopping baskets
- These fall into 3 broad headings
 - Organisation & structure
 - Physical set up of the shop
 - Systems in place to support the team when shop is opened
- Detailed project plan being created

Organisational structure
Audit protocol
Operating standards
Employer legislation
Employee policies
Evac plan
Business Contingency Plan
Solicitor appointment
Managing relationships
Survey offers of professional assistance
COSHH
Risk assessment
Kitchen audit
H&S
Café offering
Opening times
Business plan
Data protection
Marketing campaign
Social media
Info on Parish Council noticeboard
More Facebook posts
Logo
Colour scheme
Shop colour scheme
Wider group update
Facebook structure
Public meeting September
Staff training
Staff + volunteers
Advertise for manager
Manager recruitment
Recruit volunteers
Staffing levels
Fundraising
Fundraising plan
Grant funding
Grant applications
Share issue
Collection tins
Labels for collection tins
Auction
Lottery
Building works
Interior layout
Shop + café layout/design
Painting
Community space

Lighting
Electrical fit-out
First fix
Signage
Parking signage for disabled
Disabled access
Hall clear out
Storing required items from hall
Planning permission
Alcohol licensing
Insurance
Alarms
Security system
Window security
Burglar alarm
Fire precautions
Door lock
CCTV
Fire extinguishers
Signage for toilets & fire escape
Safe
Staff aprons
Oven for sausage rolls
Fridges
Shelving
Hot cupboard
Coffee machine
Furniture/tables
Dehumidifiers
Till
EPOS
Phone line
Payzone
Internet
Telephone
Wifi
Cigarette cupboard
Scales
Kitchen equipment
Coke machine
Shopping baskets
Supplier selection
Stock purchase
Waste removal
Cleaning
Cleaning equipment



Funding – getting started

How much do we need to get the show on the road?

- The potential costs break down into 3 key areas
 - Setting up the business – legal & administrative costs
 - Physical set up of the shop – purchase of equipment, services & stock
 - Support for the initial opening period – utilities, wages
- We estimate that we require £75,000 to establish an affordable, sustainable shop that offers the services the village needs

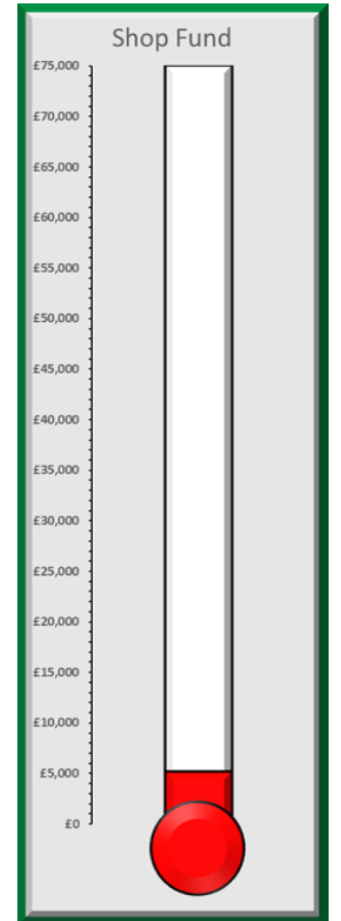
What we need	Estimated cost (£)
Fit out & lease	18,500
Stock	18,000
Running costs	35,000
Legal & association	3,500
Total	75,000

Funding – finding the money

How will we raise sufficient funds?

- We are working on 3 areas to raise the money required
 - Within the Community
 - Grant funding
 - Share offer

Fund-raising source	Projected amount (£)
Community team	10,000
Donations	5,000
Share offer	25,000
Grants / Government	35,000
Total	75,000



Funding – within the community

Focused subgroup of people has been established

- Raffle held in June raised £517
- Donations from individuals has raised £3,298
- Upcoming auction
- Various other ideas currently being developed
- If you feel you can help or have ideas for the team, please let us know
- The community funding team are looking to raise a total of £10,000



Funding – Government & charity grants

Identifying those bodies that offer appropriate grants

- National Lottery
- Local Authorities
- National Government grants
- Local, regional & national businesses, foundations & charities
- Targeting our applications to those fund pots that are most closely aligned to our goals
- Some require match funding
- Avoiding equity funding sources



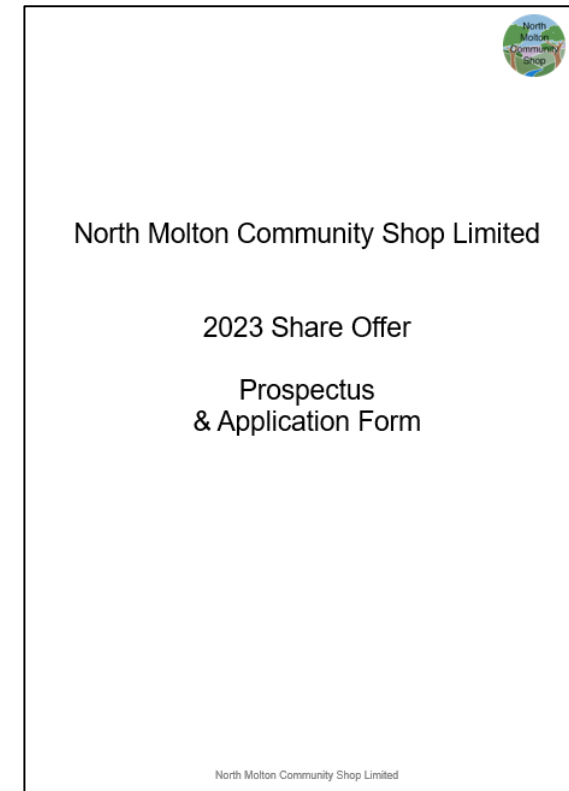
North Molton Parish Council



Funding – share offer

North Molton Community Shop Limited Shares

- Launch mid-October
- Aiming to raise at least £25,000
- £1.00 per share, minimum of 10 shares
- Drives the foundation of the society's membership
- One vote per shareholder
- Prospectus, FAQ & application forms will be available on our website and available as a hard copy



Premises – our location

The Old School – a focal point in the village

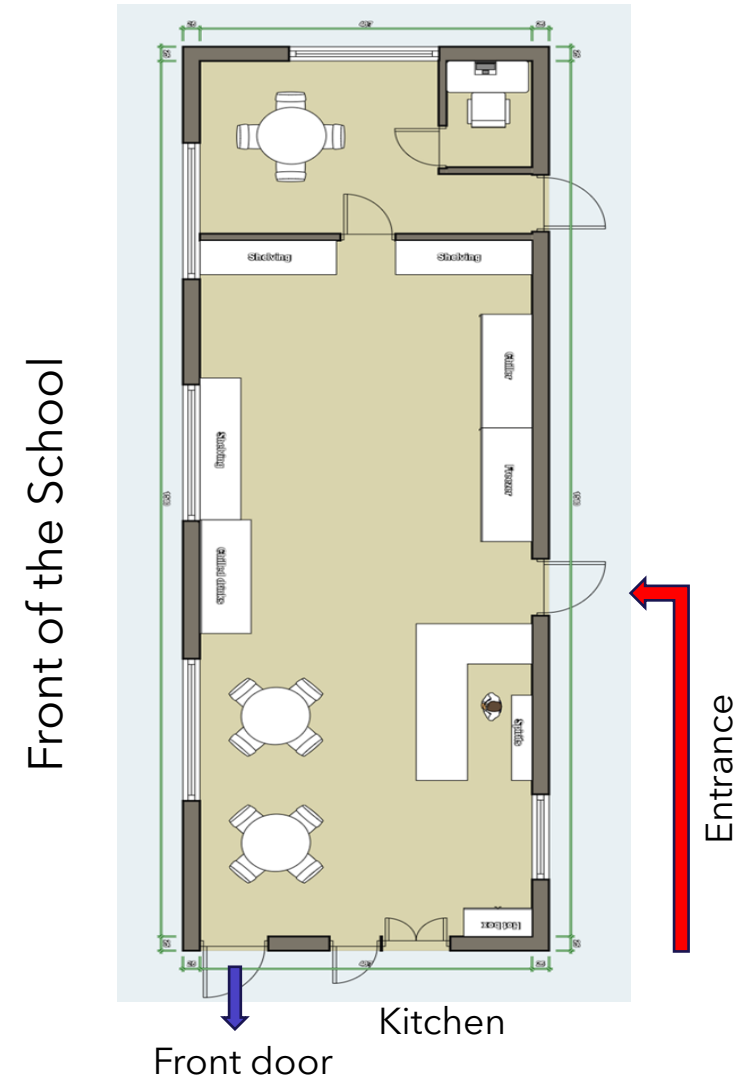
- The Old School provides a host of benefits
 - Central location
 - Sufficient space to offer a range of services
 - Accessible for all
 - Feoffees are very supportive
 - Favourable start-up terms
 - Long term partnership opportunity
 - Significant remedial works are being undertaken



Premises – our shop

What will the shop look like?

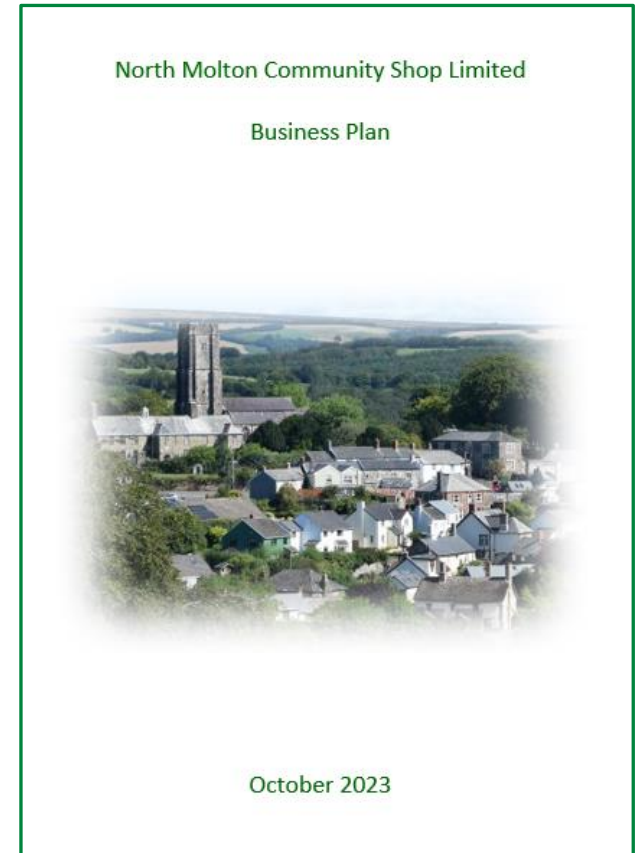
- The space has been designed to enable us to maximise the services we can offer
 - Shop providing a range of goods
 - Small café
 - Small meeting space
- Use of the entrance adjacent to the Laurels ensures that all members of the community can access the space
- The proposed layout has been used to estimate our setup costs



The way forward – our next step

We are in a critical phase of the shop creation

- Finalising a compelling, detailed business plan
- This enhanced business plan will be critical when looking for grant support
- Establishing the essential structures & systems
- Securing the necessary funding
- Putting the detail to what the shop will offer
- Engaging with the Community



Options – what is our best approach?

There are factors that will impact our ability deliver this project

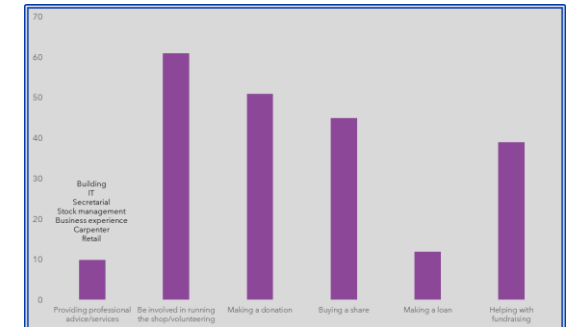
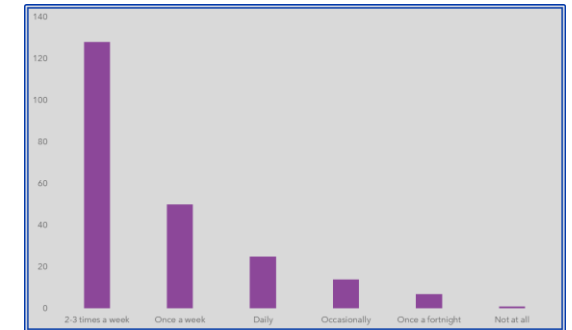
- There is still a lot of work to do to enable us to provide the village & parish with all the choice and services we plan to offer
- The extent of remedial works on the school are currently being assessed
- Our success depends on raising sufficient funds
- We could achieve our objective in stages:
 - Set up shop (this could be phased in terms of choice & opening times)
 - Establish a small café service
 - Create the community space
- We will be reaching out to the community



Your input – this is the community's shop

It is important that we listen to what our Customers want

- The survey results provide us with our blueprint
- This meeting is an opportunity to start having the conversations that are now possible as we learn about establishing a community shop
- New possibilities can be shared
- New ideas are always welcome
- We will be reaching out to get people's opinions and support as we work on delivering our Community Shop
- The engagement & support of the community will be key



Up coming events

Dates for your diary

- Fundraising auction
- Website launch – northmoltonshop.com
- Share offer – mid October

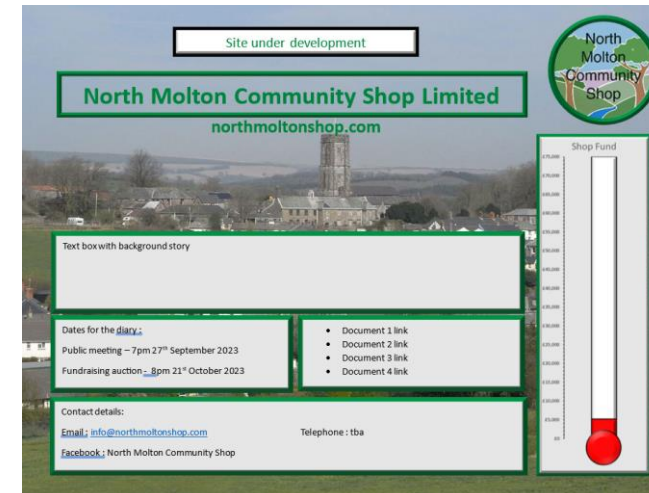


North Molton
Community Shop

**Massive
Fundraising
Auction**

Saturday 21st October
8pm, The Poltimore Inn

For more information or to donate
call Hugh on 07504 448732



Any questions?



A thank you

A huge thank you from the project team for your continued support

