

CHADLINGTON QUALITY FOODS LTD

ANNUAL GENERAL MEETING

19th November 2003

MINUTES

- The Chairman opened the meeting and welcomed shareholders to the company's second Annual General Meeting. Directors, members of the committee and invited guests were introduced.
- Apologies for absence were given.
It was announced that Mrs Pat Brewster would be standing down from the committee. Thanks were given for her contribution and support from the outset.
It was announced that Proxy Votes had been received from Mr M Wigley, Mrs Z Mills and Major S J M Mills.
- The Chairman suggested that the formal business of the meeting be dealt with and that time would then be given for a more informal Q&A session. This was accepted.
- The Minutes of the previous AGM were read by Mrs K Burling.
It was Proposed they be accepted by Mr E Stuart-Smith and Seconded by Mr G Fitzpatrick. The proposal was carried.
- The Chairman moved that the Accounts be accepted.
Mr Fitzpatrick proposed that the Accounts be accepted. Mr M Brewster seconded the proposal. The proposal was carried.
- The Chairman addressed the meeting giving a summary of the finances from the Accounts; outlined the achievements of the past year and identified some of the issues to be considered in the coming year.
- Items for Any Other Business included Concern that the shop was not promoted adequately outside of Chadlington, Market Research and the balance of products within the shop. The Chairman stated that these issues would be addressed in the Chairman's notes (attached) and declared the formal meeting closed. There followed a brief Q&A session. The following topics were discussed:

Customer Accounts – the necessity to offer such a service, the impact of removing the facility and the possibility of restricting the service.

Banking Charges – Using Internet Banking or moving Banks to reduce charges.

Market Research & Marketing – how to conduct, what to cover, who to carry out. Suggestions included inviting the school to be involved and approaching Brookes University.

Health & Safety

Additional help and support for the committee – now down to 3 members – suggestions included specifying jobs that shareholders and supporters could 'sign up' for.

Internal Fixturing and Lighting in the shop

Mr Stuart-Smith said that despite the loss the management of the company was extremely good, costs had been reduced and the staff and committee should be congratulated for that.

The Chairman thanked Mr Nick Burgess and the staff for their hard work.

Attendees:

Mr M Smith Chairman & Director
Mrs K Burling Company Secretary & Director
Mrs H Oldroyd Director
Mrs P Brewster Committee Member

Mr M Leggett Company Accountant
Mrs C Alexander Company Book-keeper
Mrs M Holifield Company Book-keeper

Miss J Allard
Mr M Brewster
Mr N Burgess Shop Manager
Mrs K Burgess
Mr N Burling
Mr G Fitzpatrick
Miss R Harter
Miss S Jones
Mrs A Morton
Mr D Morton
Mr R Savigear
Miss M Sell
Miss C Shadbolt
Mr E Stuart-Smith
Mrs Y J S Stuart-Smith
Mrs E Wallace-Jones

Apologies:

Mrs M Allen
Miss E Eden
Mrs J Harland
Major S J M Mills
Mrs Z Mills
Mrs A Timpson
Mr M D Wigley