



CHADLINGTON QUALITY FOODS LTD.
The Gables, West End, Chadlington, Oxon. OX7 3NJ
Tel. & Fax: 01608 676 675

ANNUAL GENERAL MEETING 1st December 2005

MINUTES

- The Chairman opened the meeting and welcomed shareholders to the company's fourth Annual General Meeting. Directors and invited guests were introduced.
- Apologies for absence were given. Mrs Burling asked that it be noted that Mr Wigley had telephoned to say well done to everyone and Mr and Mrs Morton had asked that it be placed on record that they "much appreciated all that is done to keep the shop going and send best wishes and thanks to Nick and everyone involved."
- 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 Burling. It was Proposed they be accepted by Mr Fitzpatrick and Seconded by Mrs Allen. The proposal was carried.
- The Chairman addressed the meeting giving a summary of the finances from the Accounts; The following questions were taken:
 - Mrs Brewster asked about debtors and Mr Leggett explained these included the usual level of customer credit and a VAT sum owed to CQF by Customs and Excise.
 - Miss Allard asked about the rise in the cost of the rates and Mr Smith explained that WODC no longer offered us a 50% rebate.
 - Mrs Godfrey asked where the cost of the shop refrigeration units appeared on the accounts and Mr Leggett explained that there was an amount included in Fixed Assets and also in depreciation.
 - Mr Smith also confirmed that CQF had applied for and received a grant of £1000 towards the cost of these new chillers and the new tills which would be installed after Christmas.
- Miss Harter said that it was a "marvellous job".
- The Chairman moved that the Accounts be accepted. Miss Allard proposed that the Accounts be accepted. Mrs Brewster seconded the proposal. The proposal was carried.
- The Chairman outlined the achievements of the past year:
 - The new type of Licenses, both Personal and Premises, had been successfully applied for.
 - The implementation of "chip & pin" had been successful.
 - New chiller cabinets had been installed in the shop which had improved the presentation of products and the cost of operation through greater efficiency.
 - A new freezer had been purchased to provide storage in the basement.
 - New tills had been purchased and are to be installed after Christmas once staff have been trained. The current tills are different to each other and the new tills, being two the same, would provide consistency in operation and reporting facilities.
 - New uniforms had been purchased and issued to staff.
 - A document storage facility had been installed in the basement.

- The shop exterior had been redecorated.
- An unannounced Health & Safety visit had passed successfully with no recommendations being made.
- Mr Smith noted that the window blind was in a poor state and repairing or replacing it would have to be considered in the coming year.
- The Chairman gave an update on the staffing issues of the last year:
 - Both cooks, Emma Harvey and Elizabeth Moses, had taken maternity leave in the past year. Elizabeth had now returned to work and Emma had just re-joined us on Saturdays only for the time being. Whilst both were away we had outsourced some of the cooking and endeavoured to provide a seamless service for our customers.
 - Charles Heath, who had worked with us for some time on Saturdays, had contributed a lot but has now left us, having left school.
 - Lynda Ward has also left but we have since been joined by Helen Richardson, part-time in the week, and John Willoughby and Christopher Heath on Saturdays.
 - Thanks were given to the staff for all their hard work and their loyalty to the business, and in particular Nick Burgess was congratulated on the success of the business and both he and his wife, Kathleen, were thanked.
- Mrs Oldroyd thanked Mr Smith for the physical work he undertook in installing the new chillers
- The Chairman thanked everyone for coming to the meeting and for their support of the business and declared the formal meeting closed. There followed a brief Q&A session. The following topics were discussed:
 - Mr Fitzpatrick asked about purchasing patterns and Mr Burgess said that he tried to source new ranges to keep interest in the shop. Wine trade was good, although not organic wine. Fruit and veg as well as cheese sales were strong. Miss Harter mentioned the Buffalo ranges of ice cream and yogurts. Mr Burgess said that the yogurts had not been successful. There was discussion about encouraging sales through samples and tasting sessions and Mr Burgess confirmed that on Saturday 10th December hot Cinnamon and Apple drink by Bensons would be being served.
 - The delicatessen and fish counters will need to be replaced in due course. Grants will be applied for if they are available and if the shop is eligible.
 - Miss Allard suggested that people new to the village could be encouraged to contribute to the shop through a new share offer.

Minutes taken by Karen Burling

Attendees:

Mr M Smith	Chairman & Director	Miss J Allard
Mrs K Burling	Company Secretary & Director	Mrs M Allen
Mrs H Oldroyd	Director	Mrs P Brewster
Mr M Leggett	Company Accountant	Mr N Burling
Mrs M Holifield	Company Book-keeper	Mr N Burgess Shop Manager
		Mrs K Burgess
		Miss R Dodd
		Mr G Fitzpatrick
		Mrs R Godfrey
		Miss R Harter
		Ms S Jones
		Ms M Sell
		Ms C Shadbolt

Apologies:

Major S J M Mills	Mrs Z Mills
Mrs A Morton	Mr D Morton
Mrs E Harvey	
Mrs E Wallace-Jones	
Mr M Wigley	