

ST BREWARD COMMUNITY SHOP LIMITED
(The “Society”)

Registration No: 9113 - Registered under the
Co-operative and Community Benefit Societies Act 2014

St Beward Community Shop – owned and run by you, for you

Frequently Asked Questions (FAQs)

September 2023



We hope that the below information is useful. If you have any questions that aren't covered by the below, please do contact us at secretary.stbcomm.shop@gmail.com

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Legal set-up

Community Benefit Society

'St Breward Community Shop Limited' is officially registered as a Community Benefit Society (CBS) with the Financial Conduct Authority (FCA). The Steering Group now formally becomes the Management Committee and will be in place until Management Committee elections at the first Annual Members Meeting (by end September 2024). You can view a copy of the FCA letter here: https://www.stbreward.net/wp-content/uploads/2023/08/20230803_CBSLetter2-scaled.jpg

A Community Benefit Society is the most common legal structure of community shops in the UK, and exists to benefit the wider collective interests of a community; rather than that of its staff, committee members or investors. This structure also emphasises its members and member involvement, and can issue community shares. The Plunkett Foundation state a 92.5% long-term survival rate of Community Shops. [Reference here: [Plunkett BB-2020 Shops.pdf](#)]

Funds and Fundraising

Funds needed now

The Management Committee estimates that we need to initially raise over £25,000, with a substantial portion of this needed now to make any premises suitable ASAP. This is being achieved through loans, donations, grant applications, direct approaches to local organisations and fundraising events.

A dedicated grants team has been established and a group of willing volunteers have started fundraising.

£25,000 will help pay towards:

- Survey/s, planning permission / change of use, etc
- Works and materials required and internal and external fixtures and fittings (e.g. access, insulation, flooring, decoration, alarm, CCTV, signage etc)
- Chillers and freezers
- Shelving and a counter
- Till and card-reader
- Phone
- Deposits for suppliers e.g. newspapers
- Stock
- Insurance

As soon as we open, we will be paying for:

- Rent / similar
- Water
- Electricity
- Waste collection
- Regular re-stocking

Financial contribution options

We welcome loans and donations offered of any amount. You can help us financially with:

- A donation
- A loan (loans can be converted into shares at a later date)

We have a new bank account. Cash, cheque, or bank transfer (BACs) to:

Account name:	St Breward Community Shop Limited
Bank:	The Co-operative Bank
Sort code:	08-92-99
Account number:	67310089-00

Loans can be converted into shares once we have finalised our official Business Plan. Once finalised, we can use our Business Plan to make a share offer to you, and you can apply to become a shareholder. Shares are subject to the price and minimum purchase, as explained below.

Gift aid

Gift aid only applies to charities, so St Breward Community Shop Ltd is not eligible. St Breward Community Shop needed to register as a Community Benefit Society to be able to issue community shares.

Proof of loans, donations, and shares

We will provide receipts for loans and donations. Share certificates will be issued when the share offer is complete.

Shares

Why?

The issue of shares helps with crucial start-up funding, as well as enabling the Community to decide how the shop is run. Purchasing shares is a long-term social investment in your Community. Holding shares gives you, the Member, the right to vote on decisions affecting the future of the shop at annual members meetings and the right to stand for election to join the Management Committee.

Age to buy shares

The shareholder becomes a Member and is entitled to vote for decisions. Therefore, you need to be 18+ years old to buy shares for St Breward Community Shop Limited.

Buying shares on someone else's behalf

You can buy shares on someone else's behalf (if they are 18+ years old), by completing the relevant documentation. But shares must be in an individual's name, not in a couple's or family's name; otherwise only the first person named has a vote.

Number of shares and number of votes

A Community Benefit Society exists to benefit the wider collective interests of a community; rather than that of its staff, committee members or investors. Therefore, all members/shareholders have an equal voice in decision making. Each shareholder will be entitled to one vote.

Price of shares

£1 per share, minimum purchase of £10.

Inheritance of shares

You will be able to nominate someone to receive your shares if you pass away, using a death nomination form available from the Secretary. Otherwise, your shares will pass to your beneficiaries under your Will (or intestacy if you have no Will). They can ask for a share-withdrawal if wanted, which must be granted.

Financial return on shares

The shares will be non-dividend, which means that you will not have a yearly financial return (unlike dividend shares where you receive a share of any profit). However, it will not be possible to start a Community Shop without this financial assistance, and we hope that you will support this essential service start-up.

It may be possible in the future for interest to be paid on Shares, but this would depend on the financial position. If there is enough money in reserve the Management Committee could propose an interest payment to be approved by members at the Annual Members Meeting.

Further information can be found in our Investment Policy.

Selling, transferring, or withdrawing shares

You cannot sell or transfer your shares to a third party. However, you can apply to withdraw your shares after a minimum period of 3 years; or such period that the Management Committee decides which will be outlined in our Share Withdrawal Policy. Before agreeing to the withdrawal, St Breward Community Shop Ltd must consider if it is reasonably able to refund your shares whilst remaining financially stable. Once finalised, our Share Withdrawal Policy/Statement will be available on request from the Secretary at secretary.stbcomm.shop@gmail.com

Shareholders / Members

As we are a Community Benefit Society, our shareholders are referred to as Members.

Shop Items

Proposed shop items

Operational decisions about what will be stocked in the shop will need to be agreed by the Management Committee. However, we anticipate that this will initially include:

• Milk, cheese, cream, yoghurt, butter, eggs	• Cereals, biscuits, crackers
• Bread, rolls, cakes, pastries	• Dried goods – herbs & spices, pasta, rice
• Jams, preserves, pickles	• Confectionary, crisps, snacks, nuts
• Frozen foods, ice creams	• Newspapers
• Bacon, sausages, cooked meats	• Medicines – a basic range
• Fruit and vegetables	• Cleaning products
• Tinned goods	• Greeting cards, wrap, stationery
• Sauces, condiments	• Cornish gifts – biscuits etc
• Tea, coffee, sugar, hot chocolate	• Second-hand book exchange

And eventually, hopefully:

- Beers, wines, and spirits
- Cigarettes and tobacco products
- Café/ meeting space

Location

Interim / temporary premises

It was not feasible to convert the Band Room at Row into a temporary shop for 6 months only. If we are unable to move straight into a permanent premises, then we'd need to look at premises options available for 2-5 years+.

Permanent location

Long-term we are hoping to take-on one of the business units at Chyryn Drive, Row. We are making steady progress towards this. This is subject to availability and planning permission / change of use. This would give a much-desired central location with parking that the Community has asked for.

Rent/Business Rates of a potential business unit at Chyryn Drive

We understand that this is currently approx. £375 per month + utilities. We hope to be eligible for and negotiate reduced business rates from Cornwall Council, due to it being the only food shop in the village.

Volunteers and Offers of Professional Services

Volunteers

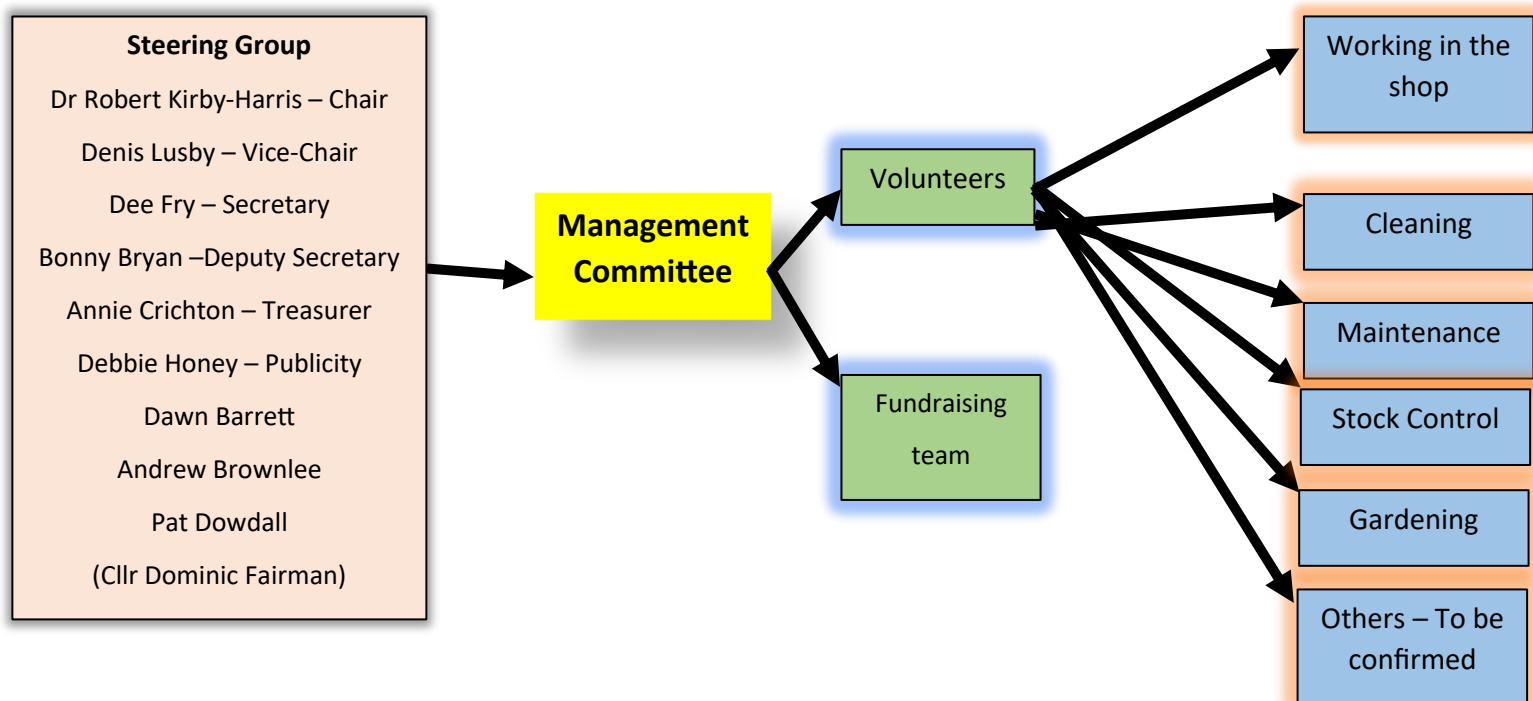
Our Community Shop will be heavily reliant on volunteers in all sorts of capacity, including 'tradies' and businesses, and eventually those running and maintaining the shop floor. Because of this, we are hoping to recognise your essential contribution, subject to your consent, through our publicity (for example, newsletters, social media etc).

Professional help needed

• Painting & decorating	• Volunteer Co-ordinator/s
• Electrical works	• Person & van
• Carpentry	• Fundraising
• Carpet/floor fitting	• Printing
• Shop fitting	• Retail Experience
• General building maintenance	• Volunteers to work in the shop
• Gardening	• Bookkeeping / accountancy

Management, administration, and staffing

Steering Group, Management Committee, and Staff/Volunteers diagram



Steering Group vs. Management Committee

The Steering Group was established to a) determine the interest and potential feasibility of a Community Shop and, if favourable, b) start the initial process of establishing a Community Shop.

Now that St Beward Community Shop Limited is registered as a Community Benefit Society (CBS), the Steering Group formally becomes the Management Committee. This Management Committee operates until the first Annual Members Meeting (by end September 2024) when they are all required to stand down. The former Management Committee may put their names forward to be elected, along with any other Members that wish to stand. A ballot is the usual way to elect. The elected Management Committee then choose amongst themselves the Officer roles.

Current Management Committee

We can have up to 12 people on the Management Committee. If you're interested in joining – please get in touch. Anyone in the Community can join and enthusiasm is the most important thing! To help with our team's knowledge, we'd also really like to hear from people with building/trade skills and those with recent commercial experience.

1. Robert (Bob) Kirby-Harris (Chairman)
2. Dee Fry (Secretary)
3. Annie Crichton (Treasurer)
4. Dawn Barrett (Vice-Chair)
5. Bonny Bryan (Deputy Secretary)
6. Pat Dowdall (Deputy Treasurer)
7. Andrew Brownlee (Data Administrator)
8. Debbie Honey (Publicity)
9. Plus, Dominic Fairman (Cornwall Councillor) for Council related items

Volunteers and paid members of staff

We hope to be able to staff the shop with volunteers, with support from the Management Committee. It is likely that we will also need to employ a part-time shop manager, who will have day-to-day operational responsibility of the shop and co-ordination of volunteers.

Volunteering shifts

It is important to us that we adequately invest in volunteer training and equipment. Therefore, volunteering shifts will likely need to be a minimum of 2 hours. This follows the same pattern as other local community shops.

Contact us

Keep in touch with Community Shop updates: visit our website www.stbreward.net/st-breward-community-shop/, follow [@StBrewardCommunityShopLimited on Facebook](https://www.facebook.com/StBrewardCommunityShopLimited), subscribe to the Community emails via community@stbreward.net, buy the Community News magazine, visit community noticeboards, or contact Secretary, Dee Fry at secretary.stbcomm.shop@gmail.com