

# 1

## Details of society

### 1.1 Details of the society

Register number	SP002 714 RS
Registered office address	60 HIGH STREET DUNBAR EAST LOTHIAN
Postcode	EH42 1JH

### 1.2 Year end date (dd/mm/yyyy)

See Note 1.2

30 / 11 / 2017

### Committee of management

If you are a club you do not need to give a year of birth in questions 1.3-1.6.

The names of the members of the Committee at the date on which the return is signed should be entered below in BLOCK CAPITALS.

### 1.3 Details of Chairman

Name	ERICA WIMBUSH
Address	ST BALDREDS TYNINGHAME EAST LOTHIAN
Postcode	EH42 1XN
Year of birth	yyyy 1955
Business occupation and other directorships	RETIRED

### 1.4 Details of Treasurer

Name	DUNCAN MCKINNELL
Address	NEWMAINS DUNBAR EAST LOTHIAN
Postcode	EH42 1TQ
Year of birth	yyyy 1951
Business occupation and other directorships	RETIRED

Mutuals Registration

17 MAY 2018

Received

## 1.5 Details of Secretary

Name	DAVID WILLIAMSON
Address	3 ROSEBURY PLACE DUNBAR EAST LoTHIAN
Postcode	EH42 1AQ
Year of birth	yyyy 1947
Business occupation and other directorships	RETIRED

## 1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
JO MACNAMARA	4 STANLEY PLACE DUNBAR	yyyy 1953	COMMUNITY DEVELOPMENT OFFICER SUSTAINING DUNBAR NORTH LIGHT ARTS
SARAH WATT	16 CEDAR STREET DUNBAR	yyyy 1974	CLERICAL ASSISTANT
JACQUELINE BELL	BRAESIDE 2 HIGH STREET DUNBAR	yyyy 1958	RETIRED TRUSTEE SUSTAINING DUNBAR
ALAN NICHOLSON	6 NARNI WAY GOSPATRICK GRANGE DUNBAR	yyyy 1967	CIVIL SERVANT
		yyyy	
		yyyy	

Please use separate sheets of paper if you need more space, following the instructions provided in section 5 above.

Please indicate how many separate sheets of paper you have used

Please continue, answering all questions.

**1.7 Are any members of the society's committee disqualified as directors under the Company Director Disqualification Act 1986?**

- No  
 Yes

**1.8 Does the society carry out any activity which is regulated under the Financial Services and Markets Act 2000?** (e.g. accepting deposits in a form other than withdrawable shares; offering insurance products; undertaking residential mortgage business). If 'yes' please state the society's Financial Services Register firm reference number

- No  
 Yes

Financial Services Register firm reference number

**1.9 Is the society a subsidiary of another society?**

- No  
 Yes

**1.10 Does the society have one or more subsidiaries?**

- No  
 Yes

**1.11 Is the society currently accepted by the HM Revenue and Customs as a charity for tax purposes?**

- No  
 Yes

Please confirm you have attached a copy of the letter from HM Revenue and Customs confirming charitable tax status:

- Yes

**1.12 Is this society a charity registered with the Office of the Scottish Charity Regulator (OSCR)?**

- No  
 Yes ▶ provide your Scottish Charity number below

**1.13 Is the society registered with one of the following (please tick)?**

- Homes and Communities Agency  
 The Welsh Ministers  
 Scottish Housing Regulator

If so, please provide your register number

**All societies must answer the following questions:**

- if a **bona fide co-operative society** go to question 1.14
- if **existing for the benefit of the community** go to question 1.19 →

**Bona fide co-operative society**

**1.14 How did members benefit from the business, industry or trade of the society during the year?**

**1.15 Is membership of the society required to obtain the benefits offered by it?**

- Yes  
 No

**1.16 In what way did members participate in an ongoing basis in the society's primary business during the year?**

**1.17 How did members democratically control the society?**

**1.18 How did the society use any surplus/profit?**

If the society distributed the surplus/profit to members please explain how this was done.

Please use separate sheets of paper if you need more space (see section 5 above)

Please indicate how many separate sheets of paper you have used.

**Continue to 2.1**

**Community benefit society****1.19 Who are the community the society benefited?**

COMMUNITY OF DUNBAR  
AND ENVIRONS

**1.20 How did the society benefit that community during the year?**

- QUALITY BAKERY PRODUCTS
- EMPLOYMENT OPPORTUNITIES/TRAINING FOR LOCAL SCHOOL LEAVERS
- SURPLUS PRODUCTS TO LOCAL FOOD BANK

**1.21 How did the society use any surplus/profit?**

ANY SURPLUS IS BEING USED  
TO REPAY OUTSTANDING LOANS FROM  
SHAREHOLDERS AND CO-OP

Please use separate sheets of paper if you need more space (see section 5 above).  
Please indicate how many separate sheets of paper you have used.

**Continue to 2.1**

# 2 Statistics

## Account details

### 2.1 You must enter the figures below

See notes for help on items E-T. Enter NIL where applicable

A	Members at beginning of year	911
B	Members ceased during year	2
C	Members admitted during year	122
D	Members at end of year	1031
E	Turnover for year	£245,025
F	Total of income and expenditure (receipts and payments added together)	£479,817
G	Net surplus/(deficit) for year	£11,233
H	Fixed assets	£63,133
I	Current assets	£23,788
J	Total assets (equal to amount in row O, below)	£86,921
K	Current liabilities	£11,941
L	Share capital	£75,456
M	Long-term liabilities	£47,806
N	Reserves	(£48,242)
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	£86,921
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered societies	NIL
Q	Loans from members	£20,800
R	Loans from Employees' Superannuation Schemes	NIL
S	Dividends on sales	NIL
T	Share interest	NIL

**2.2 Names of subsidiaries as defined in sections 100 and 101 of the Co-operative and Community Benefit Societies Act 2014**


N/A

**2.3 Names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions (as approved by the FCA)**

The society must have written authority from us to exclude a subsidiary from group accounts


N/A



# 3 The audit

## 3.1 Type of audit used for the attached accounts.

If the society has used a full professional audit or an accountant's report then the report must be prepared by a registered auditor.

- Full professional audit   ▶ Continue to section 4
- Accountant's report       ▶ Complete questions 3.2 and 3.3
- Lay audit                   ▶ Complete questions 3.2 and 3.3
- Unaudited                  ▶ Complete questions 3.2 and 3.3

## 3.2 Do the society's registered rules allow the society not to undertake a full professional audit?

- No
- Yes

## 3.3 Has the membership passed at a general meeting a resolution allowing the society not to undertake a full professional audit for the year of account in question? (In accordance with section 84 of the Co-operative and Community Benefit Societies Act 2014)

- No
- Yes

# 4 Accounts and signature

## Accounts

- 4.1 Date on which the accounts and balance sheet will be/were laid before the AGM (dd/mm/yyyy)

0	9	1	0	5	1	2	0	1	8
---	---	---	---	---	---	---	---	---	---

- 4.2 Has your society produced accounts to the minimum standard required?

Yes ▶ you must confirm that you have attached the accounts and the audit/accountant's report bearing the original signatures of the auditor (if required by law), the secretary and the two committee members.

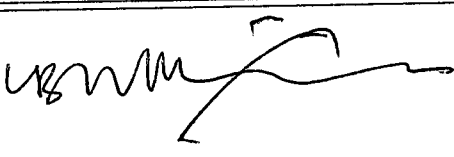
Attached

No ▶ you must produce accounts to the minimum standard required, see notes for details.

## Signature – all societies to complete

- 4.3 The Secretary of the society must sign and date below

I certify that the information in this form is correct to the best of my knowledge and belief.

Name	DAVID WILLIAMSON
Signature	
Phone number	01368.963239
Email	davew832@gmail.com
Date	dd/mm/yy 15 May 2018

Registration number SP002714

**Dunbar Community Bakery Limited**  
**Management Committee Report and Accounts**  
**for the year ended 30 November 2017**

Mutuals Registration  
17 MAY 2018  
Received

## **Dunbar Community Bakery Limited**

### **Company information**

Committee	Erica Wimbush Duncan McKinnell Dave Williamson Jo McNamara Sarah Watt Jacqueline Bell Alan Nicholson	Chair Treasurer Secretary
Company number	SP002714	
Registered office	60 High Street Dunbar East Lothian EH42 1JH	
Accountants	Ian J Brown and Company 10B High Street Dunbar East Lothian EH42 1EL	
Bankers	Royal Bank Of Scotland Dunbar Branch 105 High Street Dunbar EH42 1ES	

## Dunbar Community Bakery Limited

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## Dunbar Community Bakery Limited

### Directors' report for the year ended 30 November 2017

The Management Committee present their report and the financial statements for the year ended 30 November 2017.

The Management Committee recommends that no dividend be paid in this period.

#### Principal activity

Dunbar Community Bakery Limited is a Community Co-operative with the objects of carrying out any trade, business or service which may seem to the Co-operative to be conducive to its interests generally and to the interests of the Community it is established to serve.

#### Corporate Status

The Society is incorporated with limited liability under the Industrial and Provident Societies Act 1965 to 2003. Net profits shall be applied as follows in such proportions and in such manner as may be decided by the Co-operative at the Annual General Meeting.

- a. First to a general reserve for the continuation and development of the Co-operative
- b. Secondly in paying dividends on issued share capital at a rate not exceeding 10%
- c. Thirdly in making payments for social or charitable purposes within the community served by the Co-operative.

#### Members and Capital

In the year 73 new Members joined the Society and 1 existing members contributed additional capital, contributing £2090 of share capital. Each share is issued at a value of £1 and each member has only one vote.

#### Management Committee

The Committee comprises not less than 3 and not more than 15 members.

Only members of the co-operative and representatives of organisations which are members may stand for election. New committee members are to be elected in accordance with procedures established by the co-operative. Generally committee members hold office until the next AGM following their election. Retiring members are eligible for re-election.

The committee members during the period were:

		Date Appointed	Date Resigned	Shares Held
Erica Wimbush	Chair			1020
Duncan McKinnell	Treasurer			600
Dave Williamson	Secretary			1200
Alison McGachy		Mar 2016	May 2017	200
Jo McNamara		Mar 2017		100
Sarah Watt		Mar 2017		0
Derek Edmunds			Jan 2017	100
Jacqueline Bell		May 2017		100
Alan Nicholson		May 2017		30

## **Dunbar Community Bakery Limited**

### **Directors' report for the year ended 30 November 2017**

..... continued

#### **Statement of Management Committee Responsibilities**

We are required by law to prepare financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Policies, which give a true and fair view of the state of affairs of the Society at the end of the financial year and of the result for the period to that date. In preparing those financial statements we are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to presume that the Society will continue in business.

We are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Society and to enable us to ensure that the financial statements comply with the Industrial and Provident Act 1965 and the Friendly and Industrial and Provident Societies Act 1968. We are also responsible for safeguarding the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities, such as money laundering.

#### **Going Concern**

We are satisfied that the Society has adequate resources to operate as a going concern for the foreseeable future.

#### **The Management of Risk**

We are satisfied that the Society has a sound system of internal control to safeguard its assets and funds. The system of internal control is intended to manage rather than eliminate risks, and to give reasonable rather than absolute assurance.

The Society operates a system of internal controls which are designed to mitigate these risks. The procedures used by the Management Committee to monitor the Society and its internal control system include:

- An original business plan, which is being revised over time as the evolving situation dictates.
- Regular reporting of actual performance in terms of income and expenditure at monthly committee meetings.
- Annual review of the major risks to which the Society is exposed and the steps taken by management to mitigate those risks.
- The compilation and publication of annual financial accounts, which are reviewed by the committee.

As noted above, at least once a year, the committee reviews the major risks to which the Society is exposed, and the measures taken to mitigate these risks. The Management Committee identified the following categories as most significant:

- Fraud and misappropriation of assets
- Insufficient capital to continue trading
- Completeness of accounts
- "Ultra Vires" decisions being made during formal meetings

The Management Committee exercise their responsibilities for risk management primarily through receiving and considering reports from management at their regular board meetings.

**Dunbar Community Bakery Limited**

**Directors' report  
for the year ended 30 November 2017**

..... continued

**Directors**

This report was approved by the Management Committee on 10 April 2018 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'Dave Williamson', with a long horizontal flourish extending to the right.

**Dave Williamson  
Secretary**

Registered Office  
60 High Street  
Dunbar  
EH41 1JH



**Dunbar Community Bakery Limited**

**Chartered Accountants' report to the Board of Directors on the  
unaudited accounts of Dunbar Community Bakery Limited**

We report on the financial statements on pages 5 to 10 for the year ended 30 November 2017. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

**Respective Responsibilities of Officers & Reporting Accountants**

As explained more fully in the Statement of Management Committee Responsibilities set out on page five, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to carry out procedures designed to enable us to report our opinion in accordance with applicable law and Standards for reporting accountants' applicable in the United Kingdom.

As described on page five the Management Committee are responsible for the preparation of the financial statements. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of Opinion**

Our work was conducted in accordance with the Statements of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the Society, and making such limited enquiries of the officers of the Society as we considered necessary for the purposes of this report. These procedures provide the only assurance expressed in our opinion.

**Unqualified Opinion**

In our opinion:

- (a) the income and expenditure account and the balance sheet, are in agreement with the accounting records kept by the Society under s.1 of the Friendly and Industrial and Provident Societies Act 1968.
- (b) having regard to, and on the basis of, the information contained in those accounting records, the 'income and expenditure account' and balance sheet have been drawn up in a manner consistent with the accounting requirements of the Industrial and Provident Societies Act 1965 and the Friendly and Industrial Provident Societies Act 1968.
- (c) the Society satisfied the conditions for exemption from an audit of the financial statements for the year specified in s4(a)(1) of the Friendly and Industrial and Provident Societies Act 1968, and did not, at any time within that year, fall within any of the categories not entitled to the exemption specified in S4(a)(3) of the Friendly and Industrial and Provident Societies Act 1968.



**Ian J Brown and Company**  
Chartered Accountants

**10 April 2018**

**10B High Street**  
**Dunbar**  
**East Lothian**  
**EH42 1EL**

**Dunbar Community Bakery Limited**  
**Society profit and loss account**  
**for the year ended 30 November 2017**

	2017		2016	
	£	£	£	£
<b>Turnover</b>		245,025		195,453
<b>Cost of sales</b>				
Opening stock	1,800		1,500	
Purchases	65,180		48,284	
Closing stock	(2,500)		(1,800)	
		<u>(64,480)</u>		<u>(47,984)</u>
<b>Gross profit</b>	74%	180,545	75%	147,469
<b>Administrative expenses</b>				
Wages and salaries	115,362		96,024	
Employer's NI contributions	2,731		1,449	
Staff training	80		-	
Rent payable	7,800		7,800	
Rates	1,256		1,210	
Insurance	528		594	
Light and heat	10,086		8,675	
Cleaning	3,006		3,530	
Repairs and maintenance	5,080		4,725	
Printing, postage and stationery	1,964		664	
Advertising	175		-	
Telephone	416		374	
Computer costs	168		68	
Hire of equipment	10		60	
Legal and professional	4,425		120	
Accountancy	1,815		7,234	
Bank charges	2,081		1,613	
Credit card charges	722		817	
Bad debts	3,177		-	
Co-operative exhibition & meeting costs	26		59	
General expenses	42		(1)	
Charitable donations - other	110		-	
Subscriptions	50		187	
Amortisation on short leasehold	2,848		2,998	
Depreciation on fixtures & equipment	3,009		3,831	
		<u>166,967</u>		<u>142,031</u>
<b>Operating profit</b>		13,578		5,438
<b>Other income receivable</b>				
Grants received	500		-	
		<u>500</u>		<u>-</u>
<b>Interest payable</b>				
Interest on loans repayable in more than 5 years	2,845		3,318	
		<u>(2,845)</u>		<u>(3,318)</u>
<b>Net profit for the year</b>		<u>11,233</u>		<u>2,120</u>

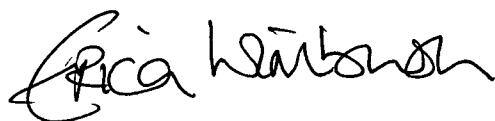
The notes on pages 8 to 10 form an integral part of these financial statements.

**Dunbar Community Bakery Limited**

**Balance sheet  
as at 30 November 2017**

<b>Fixed assets</b>			
Tangible assets	5	63,133	68,448
<b>Current assets</b>			
Stocks		2,500	1,800
Debtors	6	8,148	8,358
Cash at bank and in hand		13,140	6,899
		<u>23,788</u>	<u>17,057</u>
<b>Creditors: amounts falling due within one year</b>	7	<u>(11,941)</u>	<u>(15,768)</u>
<b>Net current assets</b>		<u>11,847</u>	<u>1,289</u>
<b>Total assets less current liabilities</b>		74,980	69,737
<b>Creditors: amounts falling due after more than one year</b>	8	<u>(47,806)</u>	<u>(55,886)</u>
<b>Net assets</b>		<u>27,174</u>	<u>13,851</u>
<b>Capital and reserves</b>			
Called up share capital	9	75,456	73,366
Profit and loss account	10	<u>(48,282)</u>	<u>(59,515)</u>
<b>Shareholders' funds</b>	11	<u>27,174</u>	<u>13,851</u>

These accounts were approved by the Management Committee and authorised for issue on 10 April 2018.



**Erica Wimbush**  
Director



**Duncan McKinnell**  
Director

**The notes on pages 7 to 9 form an integral part of these financial statements.**

## Dunbar Community Bakery Limited

### Notes to the financial statements for the year ended 30 November 2017

#### 1. Accounting policies

##### 1.1. Accounting convention

The financial statements are prepared under the historical cost convention and comply with financial reporting standards of the Accounting Standards Board.

Interest on loans and bank balances is credited to the profit and loss accounts as it accrues

##### 1.2. Turnover

Turnover represents the total invoice value, excluding value added tax, of sales made during the year.

##### 1.3. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Leasehold properties	-	Straight line over the life of the lease
Fixtures, fittings and equipment	-	25% Reducing Balance

##### 1.4. Stock

Stock is valued at the lower of cost and net realisable value.

#### 2. Turnover

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the UK.

#### 3. Operating profit

	2017	2016
	£	£
Operating profit is stated after charging:		
Depreciation and other amounts written off tangible assets	5,857	6,829
and after crediting:		
Government grants	500	-

No member of the Management Committee received payment during the year.

#### 4. Interest payable and similar charges

	2017	2016
	£	£
On loans repayable in five years or more	2,845	3,318

**Dunbar Community Bakery Limited**

**Notes to the financial statements  
for the year ended 30 November 2017**

..... continued

<b>5. Tangible fixed assets</b>	<b>Long leasehold property £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 December 2016	80,812	45,640	126,452
Additions	-	542	542
At 30 November 2017	80,812	46,182	126,994
<b>Depreciation</b>			
At 1 December 2016	23,858	34,146	58,004
Charge for the year	2,848	3,009	5,857
At 30 November 2017	26,706	37,155	63,861
<b>Net book values</b>			
At 30 November 2017	54,106	9,027	63,133
At 30 November 2016	56,954	11,494	68,448
<b>6. Debtors</b>		<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
Trade debtors		6,336	6,025
Other debtors		512	1,033
Prepayments and accrued income		1,300	1,300
		8,148	8,358
<b>7. Creditors: amounts falling due within one year</b>		<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
Loans		6,087	7,294
Trade creditors		2,167	4,781
Other taxes and social security costs		1,239	1,223
Accruals and deferred income		2,448	2,470
		11,941	15,768

**Dunbar Community Bakery Limited**

**Notes to the financial statements  
for the year ended 30 November 2017**

..... continued

<b>8.</b>	<b>Creditors: amounts falling due after more than one year</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
	Loans	47,806	55,886
		<u>          </u>	<u>          </u>
<b>9.</b>	<b>Share capital</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
	<b>Allotted, called up and fully paid</b>		
	75,456 Ordinary shares of £1 each	75,456	73,366
		<u>          </u>	<u>          </u>
	<b>Equity Shares</b>		
	75,456 Ordinary shares of £1 each	75,456	73,366
		<u>          </u>	<u>          </u>

At 30th November 2011, the Management Committee suspended the withdrawal of shares. The entitlement of members to the assets of the Society is limited to the shares that they hold in the Society, together with any interest declared by directors on this shares.

Each share is issued at a nominal £1 per share and each member has only one vote.

<b>10.</b>	<b>Equity Reserves</b>	<b>Profit and loss account</b>	<b>Total</b>
		<b>£</b>	<b>£</b>
	<b>At 1 December 2016</b>	(59,515)	(59,515)
	Profit for the year	11,233	11,233
		<u>          </u>	<u>          </u>
	<b>At 30 November 2017</b>	(48,282)	(48,282)
		<u>          </u>	<u>          </u>

<b>11.</b>	<b>Reconciliation of movements in shareholders' funds</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
	Profit for the year	11,233	2,120
	Net proceeds of equity share issue	2,090	3,685
		<u>          </u>	<u>          </u>
	Net addition to shareholders' funds	13,323	5,805
	Opening shareholders' funds	13,851	8,046
		<u>          </u>	<u>          </u>
	Closing shareholders' funds	27,174	13,851
		<u>          </u>	<u>          </u>

**Dunbar Community Bakery: Minutes of the ANNUAL GENERAL MEETING held at 19.00 on 9 May 2018 in the Bleachingfield Centre, Dunbar**

**Present:** *E.Wimbush, D.Williamson, D.McKinnell, S.Watt, J.Bell, A.Nicholson, J.Macnamara, W.Logan, B.Schofield, W.Logan Snr, B.Dodgson, J.Dodgson, N.Richerby, C.McLellan, T.Wood, S.McLellan, P.Revell, L.MacLean, H.Smith, P.Humphrey, J.Dorin, M.James, D.Mumford, I.Knox, K.Watt, E.Watt, A.Lyall, A.Tossell, S.Tossell, Pat.Lucas. (30)*

**Apologies:** *L.Stewart, Phil Lucas, E.Wilson, S.Woodall-Mason, K.Hare, J.Robertson, P.Lucas, E.Robertson, A.Mackay-Reid. (9)*

**Welcome:** The Chair of the Management Committee, Erica Wimbush, welcomed shareholders to the 9<sup>th</sup> AGM of the Community Bakery, and introduced to them other members of the Committee and staff present.

**Minutes of 2017 AGM:** The minutes, which had been circulated to shareholders, were approved as a true record.

**Secretary's Report:** David Williamson intimated that at the end of the financial year in November, there were 1,029 shareholders, an increase of 118 over the preceding year. There had been 10 minuted meetings of the Committee during the year. He reported that staff contracts had been finalised, and that fire safety procedures had been put in place following an inspection by the Fire Authority. A policy to comply with General Data Protection Regulations is being progressed.

**Treasurer's Report:** Duncan McKinnell gave a presentation regarding the Accounts for year to 30 November 2017, copies of which had been circulated. The good news was that the business had made a profit of £11k on a turnover that had increased by £50k to £245k. This compared to a £2k profit in 2016, and a loss of £3.6k the year before. Reasons for the improvement included the recruitment of Colin McLellan as Bakery Manager in 2016, the reversion to 6 day opening, an expansion of the product range, good trading last summer, and increased wholesale business. The accounts also showed that £3k had been lost due to a bad debt (BAMS Musselburgh).

Duncan reported on the challenges facing the Bakery, including increases in the costs of wages and ingredients. Loans to individuals and to the Co-op are gradually being paid off. In recent months, the Bakery was faced with unexpected roof repairs, while some of the bakehouse equipment will soon need to be replaced. Trading over the last 6 months has been slow, but is starting to pick up, and a good summer is needed.

There followed a question and answer session. Points raised by shareholders related to the East Lothian Food & Drink BID, the % discount offered to wholesalers, why the Bakery as a tenant is liable for roof works, why there isn't a bigger take-up of products from Dunbar cafes/hotels, and the value added by having volunteer drivers.

The meeting then unanimously agreed to approve the 2017 Accounts, prior to submission to the Financial Conduct Authority. Shareholders also agreed not to appoint a qualified auditor, in line with rule 54 of the Constitution.

**Business Review:** Erica Wimbush gave a presentation of progress in recent years and identified a number of plus points. She said having a stable staff team had made a huge difference, and extended a big thank you to Colin and his team. She said that the high quality of the Bakery's bread products had been maintained (the East Lothian Cob using Mungo Wells flour is proving a good seller). Greater interaction with Facebook is proving successful. The reliability of the Bakery's delivery service is appreciated by our wholesale customers. Erica also outlined challenges, including the need to engage better with shareholders and increase the shareholder base.

**Shop Improvements:** Erica referred to the recent front shop upgrading, which had achieved a greater display area, more storage, and a bigger food preparation area, as well as new seating and a new window display. A double sink had been installed and the shop repainted – both requirements of the Environmental Health Officer. Following an online survey, 83% of the 100 respondents had viewed the improvements positively. One concern raised related to the self service display (whether other people had handled the breads), but this is being addressed and Environmental Health do not consider this an issue.

**Volunteering:** Jo Macnamara expressed thanks to everyone who had given freely of their time to help the business, pointing out that volunteering has been part of the ethos of the Bakery as a social/community enterprise from the start. The main volunteering has been the pool of delivery drivers, and this has facilitated a wholesale turnover of £33k in the last year – a key part in making the business profitable. A second main area for volunteering has been in running stalls at major events, such as the Air Show, Haddington Agricultural Show, Lifeboat Day etc. The Management Committee is also interested in co-opting volunteers with particular skills, especially in finance & marketing, graphics, IT etc. Shareholder J.Dorin said she would be happy to volunteer putting out leaflet fliers to the new housing schemes in Dunbar.

**Election of Management Committee:** Erica explained that Rule 35 of the Constitution precludes a Committee member for serving for a continuous period of more than 5 years, and that the Secretary and Treasurer would therefore have to stand down. The following shareholders (5) agreed to continue to serve on the Committee:- Erica Wimbush, Sarah Watt, Alan Nicholson, Jo Macnamara and Jacquie Bell. As no other shareholders put themselves forward, one of the tasks for the Committee in the coming months will be to identify and invite/co-opt additional people on to the Committee.

**Close of Meeting:** Erica thanked shareholders for their contribution to the business of the AGM, closed the meeting at 8.35pm, and invited everyone to enjoy the buffet.