



AGM

**Held on Wednesday 16th September 2015
in Ugborough Village Hall**

Present:

Committee - Detha Sanders (Chair), James Scanlon (Treasurer), Charlott Fletcher (Press/Marketing), Vici Hemming (Secretary)

Others:

Mike Holman, Flo Crossman, Ashley Todd, Jenny Watts, Val Mulcrone, Chris Weaving, Jenny Weaving, Philomena Jones, Jennie Bolton, Kate Brampton

Apologies:

Juliet Collis

Detha (Chair) opened the meeting by thanking those present for attending, and gave the following report:

The last 12 months have seen USS reach its second anniversary, and with this, the initiative seems to have come of age. We have become established, and got into our stride, in terms of both the events themselves and the organisation behind them. USS has continued to provide a focal point for the village.

We still face the perennial problem of attracting more visitors to USS, and will need to continue to be inventive and creative in tackling this. However, some of the targets we set ourselves last year have been achieved. We have overcome our storage problems and resolved the health and safety issues of the first floor storage cupboard thanks to the generosity of the village hall committee. They have provided adequate kitchen storage facilities for us which have assisted us enormously. We are starting to see some upgrading of the fabric and fittings and equipment in the village hall – again thanks to the village hall committee – for which we are very grateful.

I would like to thank the committee, our tea ladies, and all our volunteers for their hard work over the last 12 months. Without you all, this initiative could not have possibly grown into the incredible and vibrant USS we have today.

Vici (Secretary) reported as follows:

Although I am the Secretary to USS the majority of my involvement has been as a volunteer at the events. I have helped set up most of the sessions this last year and assisted in the kitchen and have also been a major purchaser from the bring and buy stall when I should have been a contributor!

I have been a point of contact for people wishing to find out about USS – including organising Stella who came to assist in the kitchen for a few weeks as an introduction to work – as well as more general enquiries from potential producers and buyers. Some people do not like to call a mobile number and so it helps to have a landline published for people to call.

USS is well established in the community but there are still many faces we have never seen or who are not regular visitors and it is important that the group continues to reach out to new people and find out what it is they would like and dispel any misconceptions.

I hope the group continues to thrive as it plays an essential social role in the community as much as anything.

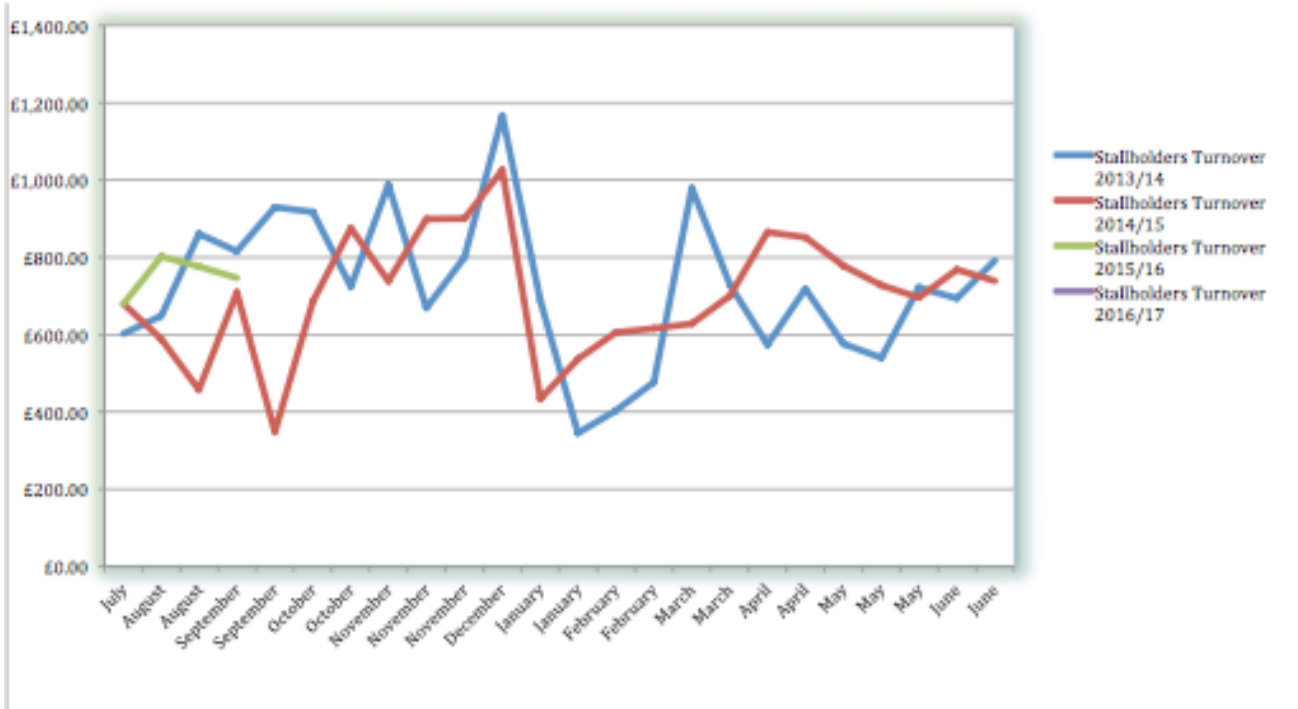
James (Treasurer) gave the following report:

We have £1,502 in the bank as at 12th September. Whilst we have made some money the objective is to act as a facility rather than a money-making organisation. Rent of the hall, coffee, tea and other consumables are covered from the income of the Cafe. The Bring and Buy stall made some money (£234). This past year we paid for the flyer to be printed (£103), the artwork was done by me. We contributed towards the Coppicing Group's green furniture making day (£150), to the parish newsletter (£30), and presentations to our volunteers in the Cafe kitchen. Stallholders are charged £1 if they take over £10, and £2 if they take over £50. This year's trends are shown below, and have been consistent over the last 2 years

Treasurers report 2014/15

Month	USS café sales	Stallholders rent	Bric-a-brack donations	Village Hall rental	Café supplies purchase	Purchases and Donations Made
August	£53.40	£12.00	£16.90	£20.00		
August	£43.10	£10.00	£4.70	£20.00	£2.00	
September	£49.50	£13.00	£0.22	£20.00		
September	£35.70	£11.00	£2.60	£20.00	£274.16	
October	£44.00	£15.00	£7.10	£20.00	£24.74	
October	£53.30	£16.00	£4.50	£20.00	£2.00	
November	£57.70	£14.00	£5.49	£20.00	£10.00	£103.80 printering of flyers
November	£44.10	£15.00	£11.00	£20.00	£72.00	
November	£47.60	£16.00	£2.46	£20.00	£178.73	new coffee machine (in café supplies colum)
December	£46.80	£19.00	£10.00	£20.00	£44.00	
January	£41.00	£12.00	£6.00	£20.00	£35.24	£30.00 to local parish newsletter
January	£49.90	£16.00	£3.00	£20.00	£36.73	
February	£43.00	£15.00	£4.50	£20.00	£2.00	
February	£53.00	£16.00	£6.00	£20.00	£49.49	
March	£55.30	£19.00	£10.34	£20.00	£2.00	
March	£55.13	£19.00	£14.25	£20.00	£2.00	
April	£47.20	£21.00	£10.82	£20.00	£2.60	
April	£44.00	£18.00	£23.00	£20.00	£2.00	
May	£49.55	£16.00	£12.60	£20.00	£5.99	
May	£63.00	£15.00	£19.17	£20.00	£46.58	
May	£51.30	£18.00	£23.00	£20.00	£2.00	
June	£50.50	£17.00	£4.70	£20.00	£18.90	
June	£58.60	£17.00	£23.00	£20.00	£2.00	£150.00 presentation to volunteers in café kitchen
July	£40.00	£16.00	£8.76	£20.00	£5.99	£150.00 local coppicing course
TOTALS	£1,176.68	£376.00	£234.11	£480.00	£821.15	£433.80
Total income	£1,786.79					
Total outgoings	£1,734.95			Cash float	£100.00	
Surplus	£51.84			cash not yet banked	£124.90	
				Bank Balance 12 Sep	£1,502.00	

Chart depicting the stallholders' sales over the previous 2 Years



2013/14	2014/15	2015/16	2016/17
£602.00	£680.00	£679.00	
£649.00	£589.00	£802.00	
£861.00	£458.00	£776.00	
£816.00	£709.00	£747.00	
£930.00	£348.00		
£917.00	£686.00		
£724.00	£876.00		
£989.00	£739.00		
£669.00	£899.00		
£800.00	£900.00		
£1,167.00	£1,026.00		
£688.00	£434.00		
£345.00	£537.00		
£403.00	£606.00		
£477.00	£616.00		
£980.00	£628.00		
£730.00	£700.00		
£574.00	£866.00		
£719.00	£852.00		
£576.00	£778.00		
£540.00	£728.00		
£722.00	£696.00		
£694.00	£768.00		
£792.00	£739.00		
£17,364.00	£16,858.00	£3,004.00	

Phil Jones asked the Treasurer if the prices of the tables would be going up. James replied that it was not necessary at the moment, costs are being covered, and USS is a facility for the village. Detha concurred that USS is not run as a money making venture.

Chris Weaving pointed out that stallholders are taking the money reported, not making the money reported; their expenses and costs have to be extracted from that total.

Charlott (Press/Marketing) reported:

Advertising: Since the Launch of USS the event has been advertised fortnightly using 4 banners going up on the Wednesday before the event. They are displayed next to the Bittaford bus stop, outside the village hall and on the walls of two properties at each end of the village. After two years of continuous use we might need to consider the banners once they show more wear and tear. This would offer the opportunity to include the opening times in the design.

Our 2015 flyer was designed by James Scanlon and ensured better readability of the dates in both the A5 and the smaller credit card sized format which appears in the Sign Post magazine. We welcome any suggestions and ideas for the 2016 flyer. Flyers have been distributed in neighbouring villages, parishes and some holiday homes and published in the local Signpost magazine. This was undertaken by committee members, volunteers and we encourage producers to distribute flyers in the hope we reach a broader local audience. USS events have also been advertised in the Parish Newsletter as well as short articles that have been produced by volunteers and committee members.

Social Media: Since the Launch, USS has been on **Facebook**, currently having **104 likes** , and on **Twitter** with **158** followers. We also have our own page on the new Ugborough.com website which offers us a great platform. In the future we are hoping to publish more information about the event as well as publishing committee meeting minutes.

Mailing Lists: We have two mailing lists run via our gmail account ugboroughss@gmail.com and contacts have been collected at our village fair events. I would like to point out that not all collected emails are valid and any that bounce back have been removed from the mailing lists. Our **producers mailing lists** currently holds **43 contacts** and aims to invite/remind producers to book a space at forthcoming USS and they also receive our fortnightly mail-out. Our **general mailing** list holds **53** contacts which have been collected at our village fair stalls in 2013 and 2014. These contacts receive an email fortnightly inviting them to USS and informing them on what produce will be on offer. We may want to consider giving people the option to sign up to our mailing list via a link our page on the Ugborough.com website.

Events: USS has supported and run events since its launch to not only promote USS but to also inspire, educate and give back to the community.

- Potluck Supper: We openly invited everyone to our pot luck supper. The idea behind this event was for everyone to bring a home cooked dish and recipe to share with everyone. We are hoping to publish a little USS cookbook using the recipes from this event and any other

recipes people would like to submit. Steve Haywood was kind enough to take photos of all the dishes and I'm hoping to share them with you as soon as I get them.

- Coppicing group – Greenwood Furniture Making Course with Peter Lanyon: USS kindly donated £150 to support the local coppicing group at Ugborough House in learning how to make chairs using wood cut from the coppice.
- Village Fair: USS had its biggest stall to date at the fair this year with 10 producers attending. This offered producers a smaller stand in the USS gazebo. With the success of this year's stand at the fair we will consider offering subsidising full size spaces for our producers at the fair in 2016.

Producers: Over the last two years we have established a dedicated core of producers who provide a reliable offer of produce at USS which seems to be supplemented by a rotation of occasional and new attendees.

Volunteers: USS would not be possible without the continuous commitment of our volunteers. We currently have three volunteers Kate Brampton, Jennifer Bolton and Anne Holway who make and sell teas and coffees with the support of committee members purchasing supplies and helping out. We currently have 7 dedicated volunteers who set up and break down all the equipment needed at each USS with the help of committee members. This is managed by a simple rota issued twice a year. We would very much like to encourage producers to help out with setting up and breaking down where possible.

Election of Committee:

Detha asked if there was a volunteer keen to take on the Chair role. Sarah Scanlon said she would be willing to do the job. She was Proposed by Detha, Seconded by Charlott

Charlott is resigning as Press/Marketing, but will still volunteer to help at USS. There were no takers for this role at the meeting. We need to advertise to see if someone will come forward, and define the role.

Vici is resigning as Secretary. Val Mulcrone said she was willing to stand. She was Proposed by Sarah, Seconded by Kate Brampton

James as Treasurer is willing to continue in his role.

Open Forum:

Phil Jones suggested moving the coffee area to the end of the hall. The meeting as a whole decided this might be too difficult as coffee would have to be carried quite a way from the hatch to the tables. But we could try having the tables set out in long rows to maximum space. This will be tried at the next market.

Jenny Watts said the barrow market in Modbury emails producers on the Thursday or Friday to remind them to come along.

Email addresses need to be collected and refined to market USS to as many as possible. Committee to look into this.

Phil Jones asked what the boundaries were for allowing producers to attend. The answer given was anyone loosely in our adjacent parishes. Saturday producers currently average about 14 per session.

There was talk about the end of the hall being dark. Ashley suggested brackets on the walls for additional lighting. Kate Brampton said she would bring the matter up at the next Village Hall meeting, and perhaps natural light bulbs could be installed to make the area lighter.

Jenny Weaving said she thought USS was well organised, and was very happy to be involved.

Chris Weaving mentioned the USS stalls at Ugborough Fair, and suggested more producers might be involved if the price of the stalls could be negotiated down, or if USS could help with funding some of the stall costs. Phil Jones will look into the stall costs for USS producers as she is on the Fair Committee.

Chris Weaving also mentioned having a USS presence at Yealmpton Show might promote more punters and producers. Currently the cost of a stall is £60 for a 13ft long stall. Perhaps USS and ESS could jointly share a stall? Flete Point to Point is another promotional possibility.

Mike Holman asked if USS would be running another event like the Pot Luck Supper. This may be possible, the new committee will look into it, and it would be good to involve the school in some way. He also thanked the committee on behalf of everyone for all their hard work over the past year.

Next AGM will be held in September 2016.