

Registration number: IP30349R

The Tewin Stores Association Ltd

trading as
Tewin Stores

Committee Members' Report and Unaudited Financial Statements
for the Year Ended 30 September 2020

Holdings Limited
Chartered Certified Accountants & Business Advisors
5 Coopers Court
Folly Island
Hertford
SG14 1UB

The Tewin Stores Association Ltd
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The Tewin Stores Association Ltd
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Company Information

Chair Peter Miller (Chair)

Committee Members Peter Miller (Chair)
Linda Crawford (Vice Chair)
Eleanor Lohr (Hon Secretary)
Graham Spring
Jenny Mason (Hon Treasurer)
Jacquie Mercer

Secretary Eleanor Lohr (Hon. Secretary)

Registered office 12b Hertford Road
Tewin
Welwyn
Hertfordshire
AL6 0JY

Bankers HSBC

Accountants Holdings Limited
Chartered Certified Accountants & Business Advisors
5 Coopers Court
Folly Island
Hertford
SG14 1UB

The Tewin Stores Association Ltd
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Committee Members' Report for the Year Ended 30 September 2020

The Committee present their report and the financial statements for the year ended 30 September 2020.

Incorporation details

The association was incorporated under the Co-operative and Community Benefit Societies Act 2014 (formerly the Industrial and Provident Societies Acts 1965-2002) on 9th October 2007 and commenced trading on 21st February 2008.

Principal activity

The principal activity of the association is the operation of a community shop, post office and cafe for the benefit of local residents.

Committee Members

The Committee Members who held office during the year were as follows:

Peter Miller (Chair)
Linda Crawford (Vice Chair)
Doreen Lloyd (Vice-Treasurer) – Resigned 11.03.20
Eleanor Lohr (Hon Secretary)
Graham Spring
Maureen Yates – Resigned 30.10.19
Jenny Mason (Treasurer)
Jacquie Mercer

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Committee Members' Report for the Year Ended 30 September 2020

..... continued

Review of the year...

2019-20 has been a challenging year for everyone, including Tewin Stores. After we purchased the shop premises at the end of August 2019, we had intended to consult our Members with proposals to cover the courtyard and expand the café. However, when the Corona Virus 19 lockdown was imposed in March four significant things happened; we had to close the café; we had to reduce opening hours (as many of our volunteers had been advised to self-isolate); our bread and cakes supplier (Simmons) stopped supplying us overnight and we had stock shortages caused by disruption to the wholesale supply chain. In response, our manager, Bev Barraclough changed her shifts to cover the morning opening, and she worked with local wholesalers and retailers to maintain essential supplies. As residents heeded government advice to stay local, demand for fruit & vegetables and chilled foods increased significantly. As a result, we are pleased to report that over the full year, sales increased by 10% to £174,971. However, the cost of sales rose by 15%; and the closure of the café, the loss of Simmons bread, sales increases in the lower margin categories of newspapers and fruit & vegetables all impacted our operating margin.

Establishment costs and general expenses were well controlled but greater use of payment cards meant processing charges more than doubled to £2,280.

We were fortunate to receive a one-off Government grant of £10,000 to help compensate for the adverse impact of Covid on the shop's operations. Only half this is shown this year (as part of other income) as the impact will continue into the current year. Interest income fell dramatically but with the benefit of the grant and a saving of rent compared with last year (£5,048) overall profit was £11,516. Without those benefits our profit would have been only £1,468.

Community involvement

The success of the Community Share sale last year demonstrated how much the Village values Tewin Stores and café. This year, the sudden imposition of a lockdown caused by the pandemic also brought an overwhelming response from villagers offering to help elderly and disabled households and the shop became part of a network of concerned neighbours delivering orders and running errands for people who were unable to leave their houses.

The Tewin Stores monthly lunches, organised by Linda Crawford, assisted by a group of loyal volunteers, usually hold a BBQ in September. By August, after a summer when all the village events had been cancelled, Linda suggested holding the BBQ on Lower Green. With the agreement of the Parish Council and the local Police, and on a gloriously sunny afternoon, over 100 villagers met (socially distancing of course) on the village green. None of this would have been possible without Jerry and Paula Collins' generosity and expertise at the BBQ, and the volunteers who set up the tables and served the food. We were entertained by music from Aimee P and it was a memorable and successful event which raised £500, sufficient to replace our newspaper display unit.

Community is at the heart of everything in the village. Your Committee is grateful for support from village organisations such as the Parish Council, St Peter's Church, the Friends of Tewin and THACS. Moreover we continue to be acutely aware of how much the shop owes to volunteers, those who give us donations, those who serve behind the counter, and individuals like Kevin Brazier who produced two videos for us and will come out with his camera at a moment's notice to mark special occasions, Sue Whitbourn who makes the much sought after chocolate Krispies, and Marion and Denis Compton who make sure the shop keeps a constant supply of bird food and dog biscuits. There are many others who help out in so many ways (big and small) and contribute to the ongoing success of our shop.

We were particularly pleased to be awarded the CPRE (Campaign for the Protection of Rural England) Hertfordshire Chairman's award for our support of the community during the pandemic and our ongoing success as a community project. We were pleased Bev was able to receive the award from the CPRE Hertfordshire chairman Richard Bullen recently.

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Committee Members' Report for the Year Ended 30 September 2020

..... continued

Staffing and volunteers

The success we have enjoyed this year is in no small part due to the efforts of our manager Bev Barraclough. Ever present, resourceful and above all dependable Bev has successfully steered Tewin Stores through the lockdowns and the introduction of social distancing. Likewise our Saturday morning manager Jacquie Houston has done sterling work providing cover of Saturday and Sunday mornings during the first lockdown.

Tewin Stores relies heavily on a small number of committed hardworking reliable volunteers. This year of all years I think it is important to record the considerable efforts of Mary Rouse, Brenda Barber, Ruby Peters, Jacquie Mercer and Linda Crawford.

Committee changes

My first year as chair of the committee has been an eventful one in which I have relied heavily on my committee. I personally would like to thank: my vice chair Linda Crawford for her support and valuable insight, Eleanor Lohr and Graham Spring for their wise counsel and Jacquie Mercer and Jenny Mason for their hard work, support and friendship.

Maureen Yates resigned in October 2019 due to ill-health and sadly died six months later. Maureen was a longstanding Committee member and supporter of the shop, famous for her knitting, her enthusiasm and her generosity. She was responsible for plant sales and raised £1,000 each year from her sales of knitted sheep, chickens, gnomes, ... and so much more. THACS made a donation to the shop in her memory, and we will commemorate a plant in Maureen's name when the refurbishment of the shop is completed.

Doreen Lloyd resigned from the committee in March. Like Maureen, Doreen supported Tewin Stores for a number of years, taking on the post of Secretary after Roger Toms relinquished that role.

Our excellent Treasurer Jenny Mason has decided to stand down from the committee as soon as her replacement can be appointed. Jenny's working commitments have increased and as a result she is no longer able to commit sufficient time to the Committee.

Jacquie Mercer will not be standing for re-election at the AGM. Jacquie and her husband plan to spend more of their time at their new home on the south coast. Jacquie's calm head and pragmatism will be much missed.

The loss of experienced and committed volunteers from the Committee means the need to find suitable replacements takes priority.

Plans for the Year Ahead

In these uncertain times our plans will need to respond to the evolving pandemic and the government's response. Our first priority must be the health and welfare of our staff, volunteers and customers. We will do all we can to keep Tewin Stores open to 'be there' for the village.

As we have mentioned we are hugely reliant on our staff and volunteers. This year we will have a concerted effort to attract more volunteers. This will begin with an advertising campaign to attract volunteers to join our committee as well as volunteers to help in the shop. We are keen to extend the shop opening hours, if conditions allow, but this is dependent upon us being able to attract more volunteers to support those who have already offered their help.

The refurbishment of the shop and the development of the café are a top priority. I took on the role of Chairman just as the effects of the pandemic hit, and getting to know the unique qualities of Tewin Stores took a few months. Over the Autumn of 2019 the Committee had been considering refurbishment options with the help of professionals but we were not in a position to appoint a surveyor until June 2020, when Ted Kavanagh took on the job. As the shop premises is in the Conservation Area our proposal for covering over the courtyard requires planning approval from EHDC. We approached EHDC in September for their advice prior to submitting a planning application, but at the time of writing EHDC have not yet responded.

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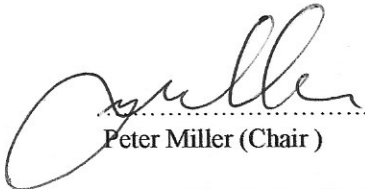
Committee Members' Report for the Year Ended 30 September 2020

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We hope to continue to trade whilst the works are being carried out, but we cannot predict how or when this might be scheduled. The timing at this early stage is in the hands of EHDC planners.

We are committed to keeping all shareholding members, volunteers and customers fully informed of future developments.

Approved by the Board and signed on its behalf by:


Peter Miller (Chair)

Date 12.02.21


Eleanor Lohr (Hon. Secretary)

Date 12.2.21

**Chartered Chartered Certified Accountants' Report to the Committee and Members on the
Unaudited Financial Statements of
The Tewin Stores Association Ltd trading as Tewin Stores**

In order to assist you to fulfil your duties under the Co-operative and Community Benefit Societies Act 2014, we have compiled the financial statements of the association which comprise the Profit and Loss Account, the Balance Sheet, and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the society's Committee, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the society's Committee that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's Committee, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Association of Chartered Certified Accountants and have complied with the ethical guidance laid down by the Association relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 30 September 2020 your duty to ensure that the society has kept proper accounting records and to prepare financial statements that give a true and fair view under the Co-operative and Community Benefit Societies Act 2014. You consider that the association is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. However, we have verified the accuracy and completeness of the accounting records and information and explanations you have given to us and, in our opinion, the financial statements comply with those underlying records.

Under section 85 of the Co-operative and Community Benefit Societies Act 2014, in our opinion:-

- The revenue account or accounts and the balance sheet are in agreement with the books of account kept by the society;
- On the basis of the information contained in the books of account, the revenue account etc. comply with the requirements of the Co-operative and Community Benefit Societies Act 2014;
- The financial criteria allowing the production of a report instead of a full audit report have been met.

Holdings Ltd
Holdings Limited
Chartered Certified Accountants & Business Advisors
Date: *14/2/21*

5 Coopers Court
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The Tewin Stores Association Ltd
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Profit and Loss Account for the Year Ended 30 September 2020

	Note	2020 £	2019 £
Turnover		174,971	159,285
Cost of sales		(136,130)	(118,723)
Gross profit		38,841	40,562
Administrative expenses		(34,739)	(38,465)
Other operating income		7,293	3,275
Operating profit	3	11,395	5,372
Other interest receivable and similar income		121	1,106
Profit on ordinary activities before taxation		11,516	6,478
Profit for the financial year	8	11,516	6,478
Profit and loss reserve brought forward		39,506	33,028
Profit and loss reserve carried forward		51,022	39,506

The notes on pages 9 to 12 form an integral part of these financial statements.

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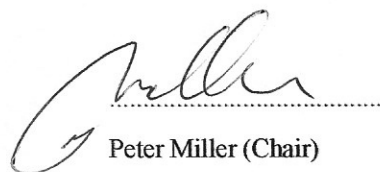
Balance Sheet as at 30 September 2020

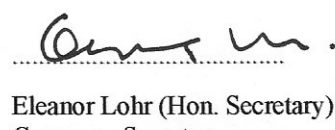
	Note	2020 £	2019 £
Fixed assets			
Tangible assets	4	158,075	156,762
Current assets			
Stocks		6,471	8,247
Debtors	5	7,687	7,112
Cash at bank and in hand		108,274	89,750
		<u>122,432</u>	<u>105,109</u>
Creditors: Amounts falling due within one year	6	<u>(11,585)</u>	<u>(4,590)</u>
Net current assets		110,847	100,519
Net assets		<u>268,922</u>	<u>257,281</u>
Capital and reserves			
Members' and non-members' capital donations, grant funding and bequests	7	217,900	217,775
Profit and loss reserve	8	51,022	39,506
Accumulated funds		<u>268,922</u>	<u>257,281</u>

For the financial year ended 30 September 2020, the society was entitled to exemption from audit under section 84 of the Co-operative and Community Benefit Societies Act 2014 and a resolution to that effect has been passed at a general meeting. The directors acknowledge their responsibilities for ensuring that the society keeps accounting records which comply with section 75 of the Act and preparing accounts which give a true and fair view of the state of affairs of the society as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 80 and which otherwise comply with the Co-operative and Community Benefit Societies Act 2014.

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) (effective April 2008).

Approved by the Board on 13.1.21 and signed on its behalf by:


Peter Miller (Chair)


Eleanor Lohr (Hon. Secretary)
Company Secretary

The notes on pages 9 to 12 form an integral part of these financial statements.

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2020

2 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover represents amounts chargeable, net of value added tax, in respect of the sale of goods and services to customers.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	25% reducing balance basis
Furniture and fittings	25% reducing balance basis
Café	25% straight line basis
Freehold property	Held at fair value

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs.

Operating leases

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term.

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

3 OPERATING PROFIT/(LOSS)

Operating profit/(loss) is stated after charging:

	2020 £	2019 £
Depreciation of tangible fixed assets	1,562	1,415

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2020

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4 TANGIBLE FIXED ASSETS

	Freehold property	Plant & machinery	Total
	£	£	£
Cost			
As at 1 October 2019	152,519	38,724	191,243
Additions	493	2,382	1,685
As at 30 September 2020	<u>153,012</u>	<u>41,106</u>	<u>194,118</u>
Depreciation			
As at 1 October 2018	-	34,481	34,481
Charge for the year	-	1,562	1,562
As at 30 September 2019	<u>-</u>	<u>36,043</u>	<u>36,043</u>
Net book value			
As at 30 September 2020	153,012	5,063	158,075
As at 30 September 2019	<u>152,519</u>	<u>4,243</u>	<u>156,762</u>

5 DEBTORS

	2020 £	2019 £
Trade debtors	1,280	2,181
Other debtors	6,407	4,931
	<u>7,687</u>	<u>7,112</u>

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	5,330	2,190
Taxation and social security	251	1,030
Other creditors	6,004	1,370
	<u>11,585</u>	<u>4,590</u>

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2020

..... continued

7 MEMBERS' AND NON-MEMBERS' CAPITAL DONATIONS, GRANT FUNDING AND BEQUESTS

	2020
	£
Members' capital donations – shares class 1	4,900
Matched grant funding – Plunkett foundation	12,000
Bequest from Mr Geoffrey Walter Malin*	100,000
Members' capital donations – shares class 2	78,550
Donations for shop purchase	2,450
Parish council grant	20,000
Total	<u>217,900</u>

Members' capital donations – shares class 1: Shares are neither withdrawable nor transferable and carry no right to interest, dividend or bonus, and shall be forfeited and cancelled on cessation of membership.

The grant funding comes from the Village Core Programme operated by the Plunkett Foundation and is designated in accordance with the grant terms and conditions.

Members' capital donations – shares class 2: Shares may be withdrawn by Members who have held them for a minimum of three years, having regard to the long term interest of the Society. They are not transferable except on death or bankruptcy. Any payment of interest must be from trading profits and is also at the discretion of the Management Committee having regard to the long term interest of the Society.

***The bequest from Mr Geoffrey Walter Malin has been capitalised for the future development of the shop**

8 RESERVES

	£
Balance at 1 October 2019	39,506
Transfer from profit and loss account for the year	11,516
Balance at 30 September 2020	<u>51,022</u>

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2020

..... continued

9 RELATED PARTIES

Controlling entity

The association is controlled by its members under the Co-operative & Community Benefit Societies Act 2014 for the benefit of the community and its Objects. Members have donated capital of at least £25 each. The company employs volunteers to work in the shop and considers them honorary members. A full list of members is available at the registered office.

Related party transactions

There is no fee charged by Holdings Limited in respect of the year end accounts preparation.

The Tewin Stores Association Ltd
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Detailed Profit and Loss Account for the Year Ended 30 September 2020

	2020		2019	
	£	£	£	£
Turnover				
Sales, UK	173,721		158,035	
Grants and subsidies	1,250		1,250	
		174,971		159,285
Cost of sales				
Opening stock	8,247		6,462	
Purchases	134,167		120,341	
Direct costs	187		167	
Closing stock	(6,471)		(8,247)	
		(136,130)		(118,723)
Gross profit				
22.20%(2019 – 25.46%)		38,841		40,562
Administrative expenses (analysed below)				
Employment costs	21,314		20,614	
Establishment costs	4,530		9,890	
General administrative expenses	5,044		5,479	
Finance charges	2,289		1,067	
Depreciation costs	1,562		1,886	
		(34,739)		(38,465)
Other operating income				
Donations and grants		7,293		3,275
Operating profit		11,395		5,372
Other interest receivable and similar income				
Bank interest receivable		121		1,106
Profit on ordinary activities before taxation		11,516		6,478
Profit for the financial year		11,516		6,478

The Tewin Stores Association Ltd
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Detailed Profit and Loss Account for the Year Ended 30 September 2020

..... continued

	2020 £	2019 £
Employment costs		
Wages and salaries	21,075	20,614
Staff welfare	239	-
	<u>21,314</u>	<u>20,614</u>
	2020 £	2019 £
Establishment costs		
Rent	-	5,048
Water rates	168	171
Light, heat and power	2,999	3,396
Insurance	718	937
Repairs and maintenance	645	338
	<u>4,530</u>	<u>9,890</u>
	2020 £	2019 £
General administrative expenses		
Telephone and fax	895	1,093
Computer software and maintenance costs	899	721
Printing, postage and stationery	232	99
Sundry expenses	382	393
Cleaning and trade refuse	734	954
Motor expenses	-	-
Promotional expenses	-	-
Bookkeeping and administration	1,800	1,800
Legal and professional fees	102	419
	<u>5,044</u>	<u>5,479</u>
	2020 £	2019 £
Finance charges		
Bank charges	9	17
Credit card processing charges	2,280	1,050
	<u>2,289</u>	<u>1,067</u>
	2020 £	2019 £
Depreciation costs		
Depreciation of plant and machinery (owned)	538	717
Depreciation of fixtures and fittings (owned)	719	291
Depreciation of office equipment (owned)	305	407
	<u>1,562</u>	<u>1,415</u>

This page does not form part of the statutory financial statements.