
AGENDA
For the ANNUAL GENERAL MEETING of the Directors and Guests of
Accessible Retail Ltd
on
Thursday 27th September 2007
The Bullring Conference Room, The Bullring, Birmingham
2.00pm

- a) Apologies for absence
- b) Approval of Minutes of the AGM 28th September 2006
- c) Receive Chairman's report
- d) Receive Treasurer's report
- e) Re-appoint the Accountant and Auditors
- f) Elect Board for the year 2007/2008

The Following have been nominated for re-election by the Chairman as Board members for 2007/2008. Ratification is sought from the membership.

Andrew Friend	Chairman
Bradley Critcher	Deputy Chairman
Will McKee	Chief Executive
Daniel Berrevoets	Treasurer
Andrew Appleyard	
Michael Neal	
Craig Buchanan	
Robert Lawson	
Simon Watson-James	
Philip Bell-Brown	
David Marsden	
Andrew Melen	
John Maddison	

The following have put themselves forward for election to the Board with effect from 27 September 2007.

Suzi Clay

g) The Board also wishes to record their continued appreciation of the services of Louise Oliver (Corporate Support) and Mark Rudman (Web site)

h) Incoming Chairman's remarks

i) Any Other Business

MINUTES
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- a) The meeting was held in front of an audience of approximately 50 people. Apologies were received by: Brad Critcher, Andrew Appleyard and David Marsden.
- b) These were approved by Mike Neal of Goodman Property Services.
- c) Andrew Friend presented the Chairman's Report and welcomed all those in attendance. Thanks was given to Land Securities, Pizza Hut, Gallagher Developments, Henderson Global Investors, Savills and Halfords for sponsoring the AGM. He reported that 2007 had been a busy year with the incorporation of SPIN-F a year ago and consequently the increased membership to approximately 900 members. The event programme for 2007 has been full with a good balance of events. Thanks to all the sponsors this year for their kind support. Thanks also to Will McKee, Brad Critcher and Daniel Berrevoets for their help with Board matters during the last year and to all the Board members for their assistance and input. Thanks also to Louise Oliver for her continued support and assistance with the running of AR.

Will McKee also gave a brief update on research and lobbying activities during the last few years, including our research on the PPS6, The Barker Report and our recent planning report. All our reports are available for review on the AR web site. Any comments by members would be most welcome. We aim to work together to produce the reports which are sent to The Treasury with an aim to influence planning and build up trust with Government.

Andrew Friend then spoke again referring to the amount of money we have raised for Charity during the last year, namely in the region of £100,000 for the Variety Club who we continue to support. We have donated a number of coaches this year, not least in respect of two fellow members, Chris Lloyd Jones and Bill Edgerley. We continue to raise money for the Variety Club through our events, such as the Charity Football which is generously supported by Citygrove Leisure and Parkridge Developments and through our Christmas lunch.

Thanks also to Martin Clews for his support with the Annual Conference. Please support this event.

- a) Daniel Berrevoets gave an update on the financial position of AR (copy of notes attached).

DB also asked if a member at the AGM could formally adopt the Annual Accounts following his Treasurer's report. This was proposed by Simon Watson-James of E J Hales and seconded by Andrew Melen of DSGI.

- b) The Accountants, Knight & Co were re-appointed – this was proposed by Mike Taylor of King Sturge and seconded by John Maddison of British Land.

- c) The following have been nominated for election to the Board for the year 2007 – Spring 2008, namely:

Andrew Friend	Chairman
Bradley Critcher	Deputy Chairman
Will McKee	Chief Executive
Daniel Berrevoets	Treasurer
Andrew Appleyard	
Michael Neal	
Craig Buchanan	
Robert Lawson	
Simon Watson-James	
Philip Bell-Brown	
David Marsden	
Andrew Melen	
John Maddison	

The current Board was approved by Andrew Collier of Savills.

Suzi Clay was also proposed to join the Board from 28th September 2006 – this was approved by Simon Watson James.

- d) Thanks was also given to Louise Oliver, Suzi Clay and Mark Rudman for their continued support within AR.

- e) Andrew Friend reported that he aims to provide a Business Plan for AR by Spring 2008. He intends to set up a Sub-Committee of members to assist him with this task. The main points to cover in the report will include:

Networking amongst members

Access to the web site and events

Research and lobbying

Charity fundraising

This report will be completed by Spring 2008 and will be available to the members via our web site.

Finally, he asked members to encourage retailers to attend our events and offer their support.

- f) Nothing further to report. The meeting was concluded.

ACCESSIBLE RETAIL AGM – 27 SEPT 2007 – BIRMINGHAM

TREASURER'S REPORT

As explained at last year's AGM in Cardiff, those of you who have attended previous AGMs will have heard me explain that our annual, audited accounts have never truly been indicative of our financial position but a snapshot of our financial position at the end of the calendar year. In the past our figures have therefore always been distorted by the largest cash flow event of the AR year (the Christmas lunch) which generates substantial income and not all of the invoices have been pushed through by 31st January.

As a constantly trading organisation we will always have input/output sums (such as VAT, late subscriptions, etc) to account for but in order to minimise imbalances we decided last year to change the AR year end to 30 March. The most recent accounting period from April 2006 to March 2007 has therefore been the first in our history where we have been able to show that our annual accounts reflect the majority of subscription income (renewals will remain in January) and the income and expenditure from the lunch at Christmas, Golf Day and the Conference, the three largest events, have all been absorbed.

The audited AR Accounts for the period ending March 30th 2007 have been available for inspection on the AR Website for perusal. If you wish to compare to year end 2006 please note that these were a distorted view of our financial position as they contained 2 years worth of subscriptions collected in two Januaries.

As a result I can confirm that we showed a trading deficit of £42,314 for the period, having drawn down on the previous years retained surplus to pay various research and lobbying costs commissioned by the Board. By virtue of good housekeeping and the accumulation of surpluses (built up every other year) we are able to do this and provision was made in the 2006 financial statements to this effect.

Our reserves at the year end stood at £135,549 and as of August 2007 our management accounts showed this had reduced to nearer £109,000 once outstanding debtors/creditors are taken into account. As well as our usual administrative overheads we have made commitments of some £70,000 towards further research and lobbying which I believe Andrew and Will McKee will be outlining in more detail. We do of course anticipate further cash injections in December and January.

An annual reminder - the amounts raised and donated for Charity at Christmas do not appear within our accounts but do appear on our balance sheet whilst we hold the pledged monies – this has caused distortions in our accounts in the past which will hopefully no longer occur.

As a Limited Company we are obliged to return VAT and annual accounts but I would once again remind members that as we do not pay any tax on our surplus there is no concern for the Inland Revenue. We are viewed as an organisation trading between members much in the same fashion as a golf club or working man's club.

In previous years our income pattern (subscriptions and surplus on events) and our administrative overhead have remained fairly constant and accumulation of surpluses has meant that AR has been able to commit to major expenditure every other year. We will continue in this vein although intend to keep a "fighting fund" reserve which we can draw on a short notice if we need to respond to any political events or statements.

Once again I am able to identify some of the key financial issues from 2006/7.

- Subscription income remained almost identical to previous years at just over £50,000 which services the administration of the organisation. Following the merger with the Spin F membership in early 2006 our subscription income is scheduled to increase in January 2008 for the first time, although it is likely our administration costs will increase as well.
- The majority of our social and educational events make a surplus or break even but we will continue to subsidise those that are considered beneficial in social and networking terms. We have effectively outsourced the AR Conference to Head for Heights and Martin Clews – whilst our net return has fallen from previous years the number of unpaid man hours expended has reduced enormously.
- The 2006 Christmas lunch was once again extremely successful (thanks to Jason Holden, Graham Coward and Richard Price for all their hard work) As a result we were once again able to donate nearly **£50,000** to our designated Charities – this equates to all of the money raised in the room on the day (raffle, auction, pledges) before Gift Aid is applied. The Variety Club remains the biggest beneficiary receiving £40,000 but we also made donations last year to 3 Little Miracles, a premature baby charity established by Andy Collier, The Wooden Spoon, in memory of Bill Edgerley, and donations to charities chosen by families in the memory of AR Members who sadly passed away last year – Simon Barker of Rapleys, Chris Lloyd Jones of Green & Partners and former Treasurer of AR and Steve Harbridge of Hobbycraft.
- In addition to the charitable donations which are ringfenced, by virtue of sponsorship, advertising and of course profit, AR made a Christmas lunch surplus in excess of **£37,000** which provides a valuable contribution to the lobbying and research activities undertaken on behalf of the membership. This was a lower amount than the previous year but I am pleased to say that this was almost entirely down to the Membership setting a new all time event record for bottled beer consumption in the Hilton Wellington Ballroom after the 2006 Christmas lunch. Members collectively consumed over £15,000 worth in a 2 hour period. We are looking at increasing the level of sponsorship for 2007.

By continued application of careful cost control, we will endeavour to maximise the “surplus” and ensure that it is spent to the benefit and with the approval of our membership. I trust the above demonstrates that your Board meets with your satisfaction over the financial affairs of AR. The company is in good financial health and the despite my natural desire to prevent expenditure (!) your Board’s objective is of course to keep an emergency reserve but spend the surpluses generated on issues and events that benefit the members whilst keeping a very careful eye on cashflow.

Two points of order are required and your approval is required for the following:

1) A very big thank you is recorded to Pizza Hut, Gallaghers, Henderson, Land Securities, Savills and Halfords have all kindly contributed towards the sponsorship of the 2007 AGM.

2) That one of you nominates (and another seconds) this year’s Treasurer’s Report for approval and that the Audited Accounts for the period ending March 30th 2007 can be signed and submitted to Companies House.

3) That Knight & Co are re-appointed as Auditors to AR.

Thank you.

Daniel Berrevoets