

# Annual Return (AR30) form

## Section 1 – About this form

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuels Public Register <https://mutuals.fca.org.uk>.

For guidance on our registration function for societies under the Co-operative and Community Benefit Societies Act 2014, which includes guidance on the requirement to submit an Annual Return, please see here: <https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

## Section 2 – About this application

<b>Society name</b>	Houghton & Wyton Community Shop Ltd
<b>Register number</b>	7390
<b>Registered address</b>	The Green, Houghton, Huntingdon
<b>Postcode</b>	PE28 2AX

**2.1 What date did the financial year covered by these accounts end?**

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**Section 3 – People**

**3.1 Please provide the names of the people who were directors of the society during the financial year this return covers.** Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of director	Month and year of birth	
<b>The following were directors at 31<sup>st</sup> December 2019</b>		
Helen Boothman	June	1960
Paul Boothman	March	1960
Anthony Garside	June	1951
Ann Utley (from 14/04/19)	August	1955
John Stanger	August	1954
William Skinner	January	1955
Lesley Craig (from 14/04/19)	November	1950
John Mills (from 14/04/19)	May	1942
<b>The following directors resigned during the year</b>		
Angela Passant (resigned 14/04/19) Jane Jest (resigned 14/04/19) Alan Williams (appointed 14/04/19 and resigned 13/06/19) Rosy Waddingham (resigned 20/06/19) Margaret Campbell (resigned 20/06/19)		
Paul Boothman was Treasurer up to 30/09/19 Ann Utley was Treasurer from 30/09/19 John Mills was Secretary from 14/04/19		

Continue on to a separate sheet if necessary.

**3.2 All directors must be 16 or older. Please confirm this is this case:**

All directors are aged 16 or over

**3.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:**

No director is disqualified

**3.4 Please state any close links which any of the directors has with any society, company or authority.** 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

Helen Boothman Trustee of New Bridge Foundation, Great Ouse Valley Trust, & Plunkett Foundation
Ann Utleby Director Luscent Ltd
John Mills Director Techniair Ltd., PAMD Properties Ltd., & Downham Developments Ltd.

**3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers.** Societies must have a secretary.

Name of secretary	Month and year of birth	
John Mills	May	1942

**Section 4 – Financial information**

**4.1 Please confirm that:**

- accounts are being submitted with this form
- the accounts comply with relevant statutory and accounting requirements
- the accounts are signed by two members and the secretary (3 signatures in total)

**4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.**

Number of members	<b>312</b>
Turnover	<b>576,268</b>
Assets	<b>784,470</b>
Number of employees (if any)	<b>8</b>
Share capital	<b>341,400</b>
Highest rate of interest paid on shares (if any)	<b>No payments made in this period</b>

**4.3 What Standard Industrial Classification code best describes the society's main business?** Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here: <http://resources.companieshouse.gov.uk/sic/>

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## Section 5 – Audit

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance: <https://www.fca.org.uk/publication/finalised-guidance/fq15-12.pdf>

**5.1 Please select the audit option the society has complied with:**

- Full professional audit
- Auditor's report on the accounts
- Lay audit
- No audit

**5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act**

We have complied with the audit requirements

**5.3 Please confirm any audit report (where required) is being submitted with this Annual Return**

Yes

Not applicable

The information below impacts the level of audit required of the society's accounts. Please provide answers to the following questions.

**5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?**

Yes

No

**5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.**

Not applicable

OSCR number:	
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**5.6 Is the society a housing association?**

No  Go to **section 6**

Yes  Go to question **5.7**

**5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:**

		Registration number
Homes and Communities Agency	<input type="checkbox"/>	
Scottish Housing Regulator	<input type="checkbox"/>	
The Welsh Ministers	<input type="checkbox"/>	
Department for Communities (Northern Ireland)	<input type="checkbox"/>	

## Section 6 – Subsidiaries

### 6.1 Is the society a subsidiary of another society?

Yes

No

### 6.2 Does the society have one or more subsidiaries? (As defined in sections 100 and 101 of the Act)

Yes  Continue to question 6.3

No  Continue to Section 7

### 6.3 If the society has subsidiaries, please provide the names of them below (or attach an additional sheet)

Registration Number	Name

### 6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions: (the society must have written authority from us to exclude a subsidiary from group accounts)

Registration Number	Name	Reason for exclusion

## Section 7– Condition for registration

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); **or**
- are conducting business for the benefit of the community ('community benefit society').

A society must answer the questions set out in either Section 7A or Section 7B of this form, depending on which condition of registration it meets.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance:

<https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>



## Section 7A - Co-operative societies

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

**7A.1 What is the business of the society?** For example, did you provide housing, manufacture goods, develop IT systems etc.

N/A

**7A.2 Please describe the members' common economic, social and cultural needs and aspirations.** In answering this question, please make sure it is clear what needs and aspirations members had in common.

N/A

**7A.3 How did the society's business meet those needs and aspirations?**

You have described the society's business answer to question 7A.1, and in question 7A.2 you have described the common needs and aspirations of members. Please now describe how during the year that business met those common needs and aspirations.

N/A

**7A.4 How did members democratically control the society?** For example, did the members elect a board at an annual general meeting; did all members collectively run the society.

N/A

**7A.5 What did the society do with any surplus or profit?** For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

**N/A**

## Section 7B - Community benefit societies

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

**7B.1 What is the business of the society?** For example, did you provide social housing, run an amateur sports club etc.

The society operates as a village shop (known locally as "Our Shop") providing a full range of services 7 days a week with the post office open for 5 ½ days a week. The society owns a flat above the shop that is let out at a commercial rent to an unrelated tenant.

**7B.2 Please describe the benefits to the community the society delivered?** Here we are looking to see *what* the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing?

The community is defined as the residents of Houghton & Wyton, together with regular customers from neighbouring villages and visitors to the National Trust mill and campground estimated at 150,000 p.a.

Visitors also include walkers and cyclists using the Ouse Valley Way.

The community uses Our Shop to buy goods and services, to work as employees and volunteers, and to use the Community Area in the shop as a meeting point. The majority of people benefiting from the society live in the parish of Houghton & Wyton. Being in the heart of the village the Society looks to benefit the community by reducing environmental impacts and the number of car journeys to other shops.

Our Shop provides an extensive free delivery service for the elderly and housebound in the village.

The Society delivers community benefit by improving community cohesiveness through engagement (312 member shareholders own the business, volunteering, & community corner). The Society supports other community groups, clubs and societies through loose change collections, supply of goods or window promotions.

Our Shop supports a local food bank with collections organised three times per year.

The shop hopes to improve the quality of life in our community. All surplus profits are donated to a separate village charity that operates independently of Our Shop and provides funding and support to disadvantaged people in our community.

Towards the end of the year we started making adaptations to the premises that will allow Our Shop to secure accreditation as a dementia friendly business next year.

**7B.3 Please describe how the society’s business delivered these benefits?** The business of the society must be conducted for the benefit of the community. Please describe *how* the society’s business (as described in answer to question 7B.1) provided benefit to the community.

The society’s pool of volunteers has increased during the year. The society has had close cooperation and joint initiatives with other local community based organisations such as the Time Bank. At the end of the year we now have 60 volunteers working in the shop, acting as bookkeepers and making deliveries.

We have had constructive engagement with the local community and held a “Planning Meeting” in November attended by committee members, shareholders, volunteers, customers and members of other village societies. The meeting included presentations from other organisations and suppliers along with a detailed SWOT analysis. This provided useful feedback that helped in planning future activities and setting priorities.

The shop has continued to increase the range of services and provides a free delivery service, dry cleaning collection, recycling of batteries, printer cartridges, crisp packets, plastic bags and spectacles. The number of local suppliers has been increased leading to a reduction in food miles and improving the selection of fresh food available.

The post office continues to provide a service with an increasing number of local businesses using the banking facilities.

An EPOS system was installed in late 2018 and its scope is being gradually increased resulting in better information on sales by product and category and margins leading to improved shop performance.

A corner of the shop has been set up as a community area with table and chairs, coffee machine and magazine rack; a Scrabble group did start to use the facility regularly.

The flat above the shop has been let out during the year providing additional income.

**7B.4 Did the society work with a specific community, and if so, please describe it here?** For instance, were the society’s activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

The society's activities are concentrated in the village of Houghton & Wyton but serve a wide range of residents and visitors in the community at large. Our Shop provides support to a variety of village clubs and societies by selling tickets for the village amateur drama group, fishing permits, supplying goods for village club functions, loose change collections and window promotions.

**7B.5 What did the society do with any surplus or profit?** For instance, did you donate the money; did money get reinvested in the business; put into reserves; used for some other purpose?

The profit for the year was added to reserves and during 2020 this will be used to help fund:

- our donation to the local community fund
- interest payments to shareholders
- reinvestment in the business

**7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.** Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

**None**

## Section 8– Declaration

The secretary of the society must complete this section.

<b>Name</b>	<b>John Mills</b>
My signature below confirms that the information in this form is accurate to the best of my knowledge	
<b>Signature</b>	
<b>Position</b>	<b>Secretary</b>
<b>Date</b>	<b>29/04/2020</b>

## Section 9 – Submitting this form

Please submit a signed, scanned version of this form along with your accounts and any auditor's report by email to: [mutualsannrtns@fca.org.uk](mailto:mutualsannrtns@fca.org.uk).

Or you can post the form to:

Mutual Societies  
Financial Conduct Authority  
12 Endeavour Square  
London  
E20 1JN

This form is available on the Mutuals Society Portal:

<https://societyportal.fca.org.uk>

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