



Many thanks to Bryce and Sonnie for allowing us to use a copy of the painting from local artist Alice Tennant

SIOP HAVARDS

THE 1st COMMUNITY OWNED HARDWARE SHOP IN BRITAIN

www.siophavards.cymru/invest.htm

Chairmans Newsletter – We need some help

1. AGM and Directors News

In the next 2 weeks we will be publishing the date for our first AGM, please put it in the diary and we look forward to seeing you or having you join us remotely.

At the first AGM the constitution of Havards states that all 3 directors have to resign and be re-elected. It also states that following the AGM every year one director should leave and be replaced. The 3 directors Jessica Seaton, Chris Morgan and myself have now been heavily involved in the project for 18 months and as volunteers we have spent a great deal of time getting the project to its current state. We are profoundly grateful for all of the work the committee and shareholders have done in supporting us.

However, for 2 key reasons Jessica, with support from Chris and myself, has decided that she will not stand for re-election as director and treasurer. She wishes to spend more time developing the farm which she has so neglected due to the workload from Havards. She also recognises, as all three of us do, that the treasurer role requires a more qualified financial accountant – a skillset that none of us have as directors.

So it will be with a heavy heart that we say goodbye to Jessica as a director and treasurer. She has been outstanding in leading the business plan and driving forward all of the financial elements of the purchase and running of Havards and I for one will be very sorry to see her go. However she will not be totally lost to us as she is keen on staying on the committee and helping with her areas of expertise of merchandising and marketing which is great news.

2. Help Is Needed.....

So with the changes comes an opportunity to develop the Havards board with a financially qualified person to act as treasurer and director.

I am writing this newsletter to ask one of you to come forward if you hold these qualifications or forward it to someone you think might be suitable.

You do not have to be resident in Newport – you can do this remotely and we estimate that it is between half and one day a week of work which can be spread over the week. Attached below is a job description that details the requirements for the role, if you would like this in Welsh then please let me know.

Without this role Havards cannot function effectively and we cannot afford to buy in this skillset. We wish to have this person in place before the AGM at the end of May and they will obviously get a full and detailed handover from Jessica.

Please come forward if you are able. I and the project will be very appreciative. If you are interested in finding out more then please contact Jessica directly on treasurer@siophavards.cymru or myself on chair@siophavards.cymru

Jessica and I hope to hear from a number of you over the forthcoming weeks. Havards really must fill this role to continue operating effectively, ensuring everything we have already put in place and all the plans we have for the forthcoming years are actioned to make Havards a truly great community shop.

So if you are wishing to make a difference to the Newport Community and you have the right skillset then why not come and join the happy Havards team!

Many thanks

Clive

Clive Hooper
Chair Havards Community Hardware Shop

*Diolch/Thank you for your continued interest and generosity;
it is very much appreciated.*



Diolch yn fawr i Bryce a Sonnie am ganiatáu i ni ddefnyddio copi o'r paentiad gan yr artist lleol Alice Tennant

SIOP HAVARDS

Y SIOP GALEDWEDD SY'N PERCHNOGAETH 1af Y GYMUNED YM MHRYDAIN

www.siophavards.cymru/buddsoddi.htm

Cylchlythyr y Cadeirydd – Mae angen rhywfaint o help arnom

1. Cyfarfod Cyffredinol Blynyddol a Newyddion y Cyfarwyddwyr

Yn y 2 wythnos nesaf byddwn yn cyhoeddi dyddiad ein Cyfarfod Cyffredinol Blynyddol cyntaf, rhowch ef yn y dyddiadur ac edrychwn ymlaen at eich gweld neu eich cael i ymuno â ni o bell.

Yn y Cyfarfod Cyffredinol Blynyddol cyntaf mae cyfansoddiad Havards yn datgan bod yn rhaid i bob un o'r 3 chyfarwyddwr ymddiswyddo a chael eu hail-ethol. Mae hefyd yn nodi yn dilyn y Cyfarfod Cyffredinol Blynyddol bob blwyddyn y dylai un chyfarwyddwr adael a chael rhywun yn ei le. Mae'r 3 chyfarwyddwr Jessica Seaton, Chris Morgan a minnau bellach wedi bod yn ymwneud yn helaeth â'r prosiect ers 18 mis ac fel gwirfoddolwyr rydym wedi treulio llawer iawn o amser yn cael y prosiect i'w gyflwr presennol. Rydym yn hynod ddiolchgar am yr holl waith y mae'r pwyllgor a'r cyfranddalwyr wedi'i wneud i'n cefnogi.

Fodd bynnag, am 2 reswm allweddol mae Jessica, gyda chefnogaeth Chris a minnau wedi penderfynu na fydd yn sefyll i gael ei hail-ethol yn gyfarwyddwr a thrysorydd. Mae'n dymuno treulio mwy o amser yn datblygu'r fferm y mae wedi'i hesgeuluso gymaint oherwydd llwyth gwaith Havards. Mae hi hefyd yn cydnabod, fel y mae'r tri ohonom yn ei wneud, fod rôl y trysorydd yn gofyn am gyfrifydd ariannol mwy cymwys – set sgiliau nad oes gan yr un ohonom fel cyfarwyddwyr.

Felly gyda chalon drom y byddwn yn ffarwelio â Jessica fel cyfarwyddwr a thrysorydd. Mae hi wedi bod yn rhagorol wrth arwain y cynllun busnes a gyrru ymlaen holl elfennau ariannol prynu a rhedeg Havards a bydd yn ddrwg iawn gen i ei gweld yn mynd. Fodd bynnag, ni fydd ar goll yn llwyr i ni gan ei bod yn awyddus i aros ar y pwyllgor a helpu gyda'i meysydd arbenigol o farsiaandiaeth a marchnata sy'n newyddion gwych.

2. Mae Angen Cymorth.....

Felly gyda'r newidiadau daw cyfle i ddatblygu bwrdd Havards gyda pherson â chymwysterau ariannol i weithredu fel trysorydd a chyfarwyddwr.

Rwy'n ysgrifennu'r cylchlythyr hwn i ofyn i un ohonoch ddod ymlaen os oes gennych y cymwysterau hyn neu ei anfon ymlaen at rywun y credwch allai fod yn addas. Nid oes rhaid i chi fod yn byw yn Nhrefdraeth– gallwch wneud hyn o bell ac rydym yn amcangyfrif ei bod yn bosibl lledaenu rhwng hanner ac un diwrnod yr wythnos o waith dros yr wythnos. Ynghlwm mae disgrifiad swydd sy'n manylu ar ofynion y rôl.

Heb y rôl hon ni all Havards weithredu'n effeithiol ac ni allwn fforddio prynu'r set sgiliau hon. Dymunwn gael y person hwn yn ei le cyn y Cyfarfod Cyffredinol Blynyddol ddiwedd mis Mai a bydd yn amlwg yn cael trosglwyddiad llawn a manwl gan Jessica.

Dewch ymlaen os ydych yn gallu. Byddaf i a'r prosiect yn werthfawrogol iawn. Os oes gennych ddiddordeb mewn darganfod mwy yna cysylltwch â Jessica yn uniongyrchol ar treasurer@siophavards.cymru neu mi fy hun ar chair@siophavards.cymru

Gobeithiaf a Jessica glywed oddi wrth nifer ohonoch dros yr wythnosau nesaf. Mae'n rhaid i Havards lenwi'r rôl hon i barhau i weithredu'n effeithiol, gan sicrhau bod popeth yr ydym eisoes wedi'i roi ar waith a'r holl gynlluniau sydd gennym ar gyfer y blynyddoedd i ddod yn cael eu gweithredu i wneud Havards yn siop gymunedol wirioneddol wych.

Felly os ydych yn dymuno gwneud gwahaniaeth i Gymuned Trefdraeth a bod gennych y set sgiliau iawn yna beth am ddod i ymuno â thîm Havards hapus!

Diolch yn fawr

Clive

Clive Hooper
Cadeirydd Siop Caledwedd Cymunedol Havards

*Diolch/Diolch am eich diddordeb parhaus a'ch haelioni;
mae'n cael ei werthfawrogi'n fawr.*

Treasurer - SHGT Community Benefit Society Ltd.

BACKGROUND & THE OPPORTUNITY

Newport is a very special small shopping town on the coast of North Pembrokeshire. A team of people came together in 2021 to help save one of the town's important retail institutions – Siop Havards – which had been trading since 1881 and was threatened with closure.

This is an opportunity for someone with the right skills to join the volunteer team that now runs Britain's first community owned hardware shop – run by the community for the benefit of the community. Over £450k was raised in less than 9 months to buy the shop and our success has been validated by being featured on UK and German television and national newspapers, as well as attracting visits from both Ministers and Members of the Welsh Assembly. We have been successful in winning a substantial grant from the Communities' Ownership Fund to extend and equip the shop for the future. We have also won a smaller grant to fund a volunteer coordinator from Pembrokeshire County Council. Three months into our ownership of the shop most processes and systems are now stabilised, and we are looking forward to the next exciting phase of renewing elements of the building and extending the product ranges, as well as implementing various community services.

The committee have great ambitions for the shop and are now looking to bolster the expertise of the team, and extend our community reach, by recruiting an able volunteer Treasurer with appropriate experience to take us into the next phase.

Location – The treasurer can be located anywhere in the country since most communication can be conducted on the telephone or via video calling, but it would be useful to have face to face meetings from time to time.

Time required – A minimum of a half to one day a week is required to fill this role, taken flexibly as the needs of the business require. But an enthusiastic Treasurer may find more to do than that.

Start date – after the AGM in May.

All directors of SHGT Community Benefit Society Ltd are volunteers and have each put substantial amounts of time into the project thus far. They would like to find someone willing to join the team who would also value the rewards of doing something positive for the community of Newport. A Director of SHGT Community Benefit Society Ltd. must be an investor in the company.

The proposed Treasurer will be proposed for election by the members at the society's AGM, and if elected, will then join the other two directors on the board.

PURPOSE OF ROLE

To be the lead finance officer for SHGT Community Benefit Society Ltd., ensuring that the Board and Committee members receive the support and advice necessary for them

to understand the financial standing of the society in order that they can discharge their duties in relation to safeguarding the finances of the organisation.

To ensure SHGT complies with financial legislation.

To support the delivery of the business plan, suggesting improvements to performance wherever possible.

To foster good financial practice amongst all staff.

This role will be a hands-on role, as the newly formed CBS does not have a large team to delegate to, nor large profits to fund team building at this stage. Havards is a small ex-family run store where everyone supports each other. The team will value a sensitive and practical hand to help build experience and skills.

KEY AREAS

Regular Duties

To develop the financial skills and expertise of the Store Management and to ensure all financial controls, stock level management processes and filing responsibilities are understood and complied with.

To monitor and approve and/or make payments for purchases, services, PAYE and other business costs.

To support staff in negotiations with suppliers for favourable trading terms

Oversee operation of Dext and Xero accounting packages and work with others to ensure all postings are correct and properly represent the company's financial position.

Ensure daily and month end processes and reporting are fully complied with and accurate.

Monitor stock levels and accuracy and work with others to ensure improvements in stock keeping records.

Set yearly budgets and monitor performance against them.

Bank

To manage the bank account, ensuring balance of best value and services and changing bank account where needed

Oversee and authorise payments as required.

Compliance

To ensure the establishment of an adequate system of internal financial controls and to monitor its implementation and effectiveness

To ensure the development of an appropriate reserves policy and to provide assurance that the financial resources of the community benefit society meet its present and future needs

To ensure that equipment and assets are adequately maintained and insured.

To ensure the community benefit society's compliance with financial legislation

To ensure that accounts are prepared and disclosed in accordance with the requirements of statutory bodies and funders, reviewed or audited as required, and that the audit recommendations are implemented

To understand the community benefit society values and principles and how they are and can be integrated into the financial governance of the cooperative

Member Services

To make a formal presentation of the accounts at the AGM, drawing attention to any important points in an easy to understand and coherent way.

Make recommendations to the board for approval for the distribution of profits to reserves, members and community projects, while ensuring a balance of these priorities is maintained for the ultimate benefit of all stakeholders and the long-term prosperity of the business.

Board & Committee Services

To guide and advise the Board and Committee in the approval of budgets, accounts and financial statements.

To inform the Board about its financial duties and responsibilities and to assist in developing their financial skills and understanding (and in conjunction with the community benefit society's finance staff, to develop a management accounts pack to assist the Board to understand the day-to-day finances of the community benefit society)

To advise on the financial implications of the community benefit society's strategic plans and key assumptions in the operational plan and budget, especially those outside the agreed boundaries of management authority

To ensure that the community benefit society's ethical investment policy for its reserves is maintained

Board & Committee Development

To develop financial skill and expertise on the Board and Committee and to keep the Board informed of its financial duties and responsibilities

Other

Carry out duties as may from time to time be allocated to ensure that an effective financial compliance function for the community benefit society is delivered.

The Board may decide that it is an appropriate fit for the Treasurer to carry out functions over and above those necessary to carry out this role.

Key relationships

Internal

Acting as a first point of contact in relation to the community benefit society's financial matters for the:

Finance staff

Store management

Board, as well as individual directors

Chair

Committee

Members

External

Regulators and registrars
Accountants
Government departments (eg. Pension and PAYE)
Professional advisors
Community benefit society stakeholders
Bank

Qualifications

Holds a financial qualification from a reputable financial institution
Practical experience from having held a similar position in another body

Key experience, knowledge, and skills

Knowledge of the business sector in which the community benefit society operates and the relevant reporting requirements in relation to the community benefit society's legal form.

Experience of organisation finance (and pension schemes)
Experience in budget setting and monitoring
Skills to analyse proposals and examine their financial consequences
Skills to analyse and interpret financial data
Strong communication skills both written and verbal and confidence to be able to present financial information clearly and make it understandable for non-finance people
Takes personal responsibility for work produced, is prepared to stand by what is delivered and answer for own actions
Demonstrates courage in their convictions and from an informed position questions established systems, norms, and values as appropriate
Excellent team player
Able to prioritise and manage own workload
Attention to detail and accuracy
Demonstrated interest in community benefit society values, principles, and the wider social economy
Some experience of retail financial metrics is preferable, but not essential, since that expertise already exists within the team

HOW TO INVEST

EXISTING INVESTORS:

Please pay the amount you are adding to your investment to our bank account:

Bank Account Name:

SHGT Community Benefit Society Limited

Sort code: 51-61-15

Account Number: 71765182

Reference: Please use your Membership number to help allocate your payment.

Alternatively, if you'd prefer to send a cheque, please make this payable to SHGT Community Benefit Society Ltd and post to our secretary:

Mr Chris Morgan
Coed Cadw,
Felindre Farchog,
Crymych,
Pembrokeshire
SA41 3UY

In both cases, please supply your Unique Membership Number as a reference. There's no need to fill in another form. All payments will be acknowledged by email.

If you have forgotten your number, or have any questions, please send an email to admin@siophavards.cymru or secretary@siophavards.cymru

NEW INVESTORS:

Please go to www.siophavards.cymru/invest and complete a form on line or pick up a form at Havards when you next visit

SUT I FUDDSODDI

BUDDSODDWYR PRESENNOL:

Talwch y swm rydych chi'n ei ychwanegu i'ch buddsoddiad i'n cyfrif banc:

Enw Cyfrif y Banc:

SHGT Community Benefit Society Limited

Côd didoli: 51-61-15

Rhif y cyfrif: 71765182

Cyfeirnod: Defnyddiwch eich rhif Aelodaeth i helpu i ddyrannu eich taliad yn gywir.

Fel arall, os byddai'n well gennych anfon siec, gwnewch hyn yn daladwy i SHGT Community Benefit Society Ltd a'i bostio at ein hysgrifennydd:

Mr Chris Morgan
Coed Cadw,
Felindre Farchog,
Crymych,
Pembrokeshire
SA41 3UY

Yn y ddau achos, cyflenwi eich Rhif Aelodaeth Unigryw fel cyfeirnod. Does dim angen llenwi ffurflen arall. Caiff y holl daliadau eu cydnabod drwy e-bost

Os ydych chi wedi anghofio eich rhif, neu os oes gennych unrhyw gwestiynau, anfonwch e-bost i admin@siophavards.cymru neu secretary@siophavards.cymru

BUDDSODDWYR NEWYDD:

Ewch i www.siophavards.cymru/invest a llenwi ffurflen ar lein neu godi ffurflen yn Havards pan fyddwch yn ymweld nesaf.

*Diolch/Thank you for your continued
generosity – it is very much
appreciated*

*Thank you/Diolch am eich haelioni
parhaus – fe'i gwerthfawrogir yn
fawr*

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