

Normandy Community Shop and Cafe Limited



Normandy Community Shop and Café Limited Share Prospectus

An exciting opportunity to help bring a Community Shop and Café to Normandy

Our target for the share offer is £90,000
with a maximum of £140,000

Your minimum investment: £100
Your maximum investment: £14,000

Opening date: 3rd March 2021 at 5pm
Closing date: 24th March 2021 at 5pm

Version 2.1

6th February 2021

NORMANDY COMMUNITY SHOP AND CAFE LTD, a Community Benefit Society registered with the Financial Conduct Authority, number 8331.

NORMANDY COMMUNITY SHOP AND CAFE LTD, a Community Benefit Society registered with the Financial Conduct Authority, number 8331.

INTRODUCTION

For over a year now, we have been discussing how we can set up a shop and café in the village. We have now reached the point where we have sufficient confidence in our plans that we want to raise the funds for putting these plans into practice so that we can build and open in late summer 2021.

As a first step to demonstrating our capability and the impact a shop and café can make, we ran the Pop-Up Café at the Cricket Club during July and August 2020. We received fantastic feedback and support:

One particular quote from a customer was really encouraging and heartening:

“It’s great to see the village come to life again’

You are invited to invest in a community enterprise to create a village shop and café for the benefit of the community in Normandy and the surrounding communities.

We propose to build a community-run shop and café alongside the car park at Manor Fruit Farm. This land is leased by Normandy Parish Council with whom we will have a formal sub-lease which includes an agreement to pay a nominal rent.

We propose to fund the creation of the shop in part by offering these shares in Normandy Community Shop and Cafe Limited to all members of the local community and others from outside the area who have interests in the village. This will be supplemented by grants and loans from various sources.

It is important that you know Community shares are fully at risk. You could lose some or all of the money you subscribe. You have no right to compensation from the Financial Services Compensation Scheme, nor any right of complaint to the Financial Ombudsman Service.

There will be opportunities for you to withdraw your investment, but we ask that your funds remain invested for the first three years at least, to give the business the chance to ‘bed in’. Note, also that withdrawals will be at the discretion of the Management Committee, and will be dependent on the profitability of the business.

We appreciate this is a long document, but we feel it is important that you understand the basis on which you are investing in the proposed community shop and café. We hope this answers any questions you may have but there are contact details at the end of the document if you have any unanswered queries

6th February 2021

- 1 -

NORMANDY COMMUNITY SHOP AND CAFE LTD, a Community Benefit Society registered with the Financial Conduct Authority, number 8331.

NORMANDY COMMUNITY SHOP AND CAFE LTD



OUR VISION

The hamlets within Normandy make it a wonderful place to live. We believe that by introducing a Community Shop and Café, we will bring people in the villages even closer together, as it will be built by the community, run by the community, for the benefit of the whole community.

Many of you have already shown an interest by completing our survey last year and by attending our 'Pop-Up Café' at the Cricket Club. Now we're ready to put our plans into action by raising the funds to build and stock a shop and café and really bring the village back to life.

More than 300 villages have taken the same route we're proposing, where individuals invest their money and become owners of a community shop. It's a model which is tried and tested and works very well.

Our shop, once built, will be a friendly focal point and will improve community cohesion by allowing us to get together by providing a vital community space. The village shop will not only be a place to buy your groceries and local produce but also, through the café, provide a social hub for all ages, young and old, to meet, to volunteer, and to learn new skills.

As the shop is a Community Benefit Society, the primary purpose, once it is making a surplus, is to reinvest in the shop and distribute funds for social or charitable purposes in the village, the Parish and surrounding area.

Community shops are different from commercial ventures – Normandy Shop and Café will be owned by the community, run by the community for the benefit of the whole community. Any surplus created by the shop can be invested back into community projects, such as improvements to playgrounds, adding new facilities alongside the village hall or any other community improvements, making Normandy an even better place to live.

Community shops have proved to be very resilient forms of business with a 94% success rate after 5 years compared to the average small business success rate, which is 46%.

When we opened a survey to the community in 2019, 81% of the respondents (representing 404 households) thought a shop was very important or important to Normandy. If each of these households invests our target will be well on the way to reach our target. We are sure, though that remaining householders once they realise this can become reality will also want to invest, and no doubt some people will want

NORMANDY COMMUNITY SHOP AND CAFE LTD



to invest more, particularly given the tax advantages described later in this document.

Some of the many benefits of a community shop that we can see for Normandy include:

- A local shop, without the need to travel outside the area, and with the significant advantage of stocking not only basic provisions but excellent local produce.
- A café which forms a welcoming meeting place for the whole community, helping to address isolation, loneliness and bringing together people of all ages.
- Wonderful volunteering opportunities and chance to learn new skills for people of all ages, including young people seeking work experience or Duke of Edinburgh qualifications.
- Boosting our own local economy supporting local businesses such as bakers and other producers.
- Increasing employment in the local area through the creation of a paid manager job and helping to grow jobs in our suppliers' businesses.
- A place for pre-school and school children to practice their maths skills and learn about how a shop works.
- A positive environmental impact by keeping it local, goods will have fewer miles to travel from field to fork, as will the people coming to the shop.
- It will encourage more use of Manor Fruit Farm and all its facilities.
- We will invest surplus profit back into the community and community projects.
- The village shop will work with and complement other community facilities in Normandy including The Therapy Garden, the Community Bus, St Mark's Church and Emmanuel Church, the village hall, all of the sports clubs and the primary school.
- Other shops have found that the presence of a shop in the village adds to the value and attractiveness of properties in the village to homebuyers.

This share prospectus gives lots of information on how you can become an owner of the Normandy shop and café through the purchase of shares.

We urge you to invest as much as you feel able to make Normandy shop a reality. We have identified Surrey County Council's "YourFund" scheme as a potential major

NORMANDY COMMUNITY SHOP AND CAFE LTD



investor in the project. We have had encouraging feedback from the project team that suggest that if we can demonstrate alignment with their “Vision 2030” and have significant support from the community, then we will stand an excellent chance of an allocation from the £100M of capital investment that has been set aside for community developments over the next five years.

Information about Surrey County Council’s “Vision 2030” can be found at:
<https://www.surreycc.gov.uk/council-and-democracy/finance-and-performance/our-performance/our-organisation-strategy/community-vision-for-surrey-in-2030>

And Information about “YourFund” can be found at:
<https://www.surreycc.gov.uk/people-and-community/voluntary-community-and-faith-sector/funding/community-projects-fund>

Our vision aligns well with Vision 2030, so we are confident that if our share issue is successful, we will be successful in gaining funding from YourFund, and the more we raise the better our chances.

We do understand that everyone is at different stages of life and may not be able to invest at this time. There are plenty of other ways to be involved in the shop from volunteering to help run the shop to offering "donations in kind" through professional skills. We'd love to hear from you if you'd like to get more involved. Please contact contact@normandyshop.co.uk for further information.

Our business plan and lots of other information is available online via our website www.normandyshop.co.uk (hard copies are available on request).

Thank you so much for your support!
The Normandy Shop Management Committee

SHARE OFFER SUMMARY

Normandy Community Shop and Cafe Limited (“the Society”) is offering the sale of shares in support of the proposed Normandy Village Shop and Cafe.

You will be able to buy shares online or by completing an application form and providing the money to support your application.

NORMANDY COMMUNITY SHOP AND CAFE LTD



The offer **opens at 5:00pm on 3rd March 2021** and **closes at 5:00pm on 24th March 2021**. We may extend the offer beyond this initial period by up to 6 weeks, if we believe that by doing so we will increase the chances of reaching the target.

The target for the share issue is £90,000. To reach our overall cost to set up the business, we will seek the remaining funds through grants, donations, fundraising events and if necessary, loans.

If we are unable to raise £90,000, there is a real risk that the project will not go ahead as planned. In the event less than £90,000 is achieved, we will assess whether it is still feasible to progress with the project, albeit with a smaller building and correspondingly reduced turnover.

Were the share offer to be so successful that we can raise more than £90,000 in shares, we may continue to raise funds up to a maximum of £140,000 to eliminate the need for any borrowing and in case the other funding is not awarded. The minimum investment per person is £100 and the maximum investment per person is £14,000.

This share offer document:

- Invites you to invest in the business and become a member of the Normandy Community Shop and Cafe Benefit Society.
- Outlines what we are seeking to do and why we think this will benefit our community.
- Explains the community share offer and provides information about Normandy Community Shop and Cafe Limited.
- Has been produced by and is endorsed by the Management Committee of Normandy Community Shop and Cafe Limited.

This share offer document should be read in conjunction with the Society's Business Plan which is available via our website: www.normandyshop.co.uk Hard copies are available on request please call mobile: 07545 963157.

THE INVESTMENT

Our Business Plan illustrates in detail how we will raise the money required. This is available via our web site at www.normandyshop.co.uk and details our full set up costs. We require £375K to construct the building, fit it out with shelves, purchase initial stock and ancillary equipment, employ a manager and have cash flow support.

- 5 -

NORMANDY COMMUNITY SHOP AND CAFE LTD, a Community Benefit Society registered with the Financial Conduct Authority, number 8331.

NORMANDY COMMUNITY SHOP AND CAFE LTD



Our target for the share offer is £90,000.

In addition to this we will seek funding, primarily from “YourFund” to bring us up to the total funding requirement of £375,000. We would also look to have contingency funds to allow reserves for the future and/or for contingency during the building phase.

We are running this share issue in advance of the timetable for appraisal of final submissions for YourFund funding. If we were to be unsuccessful in our bid for this funding (which we do not believe will happen), we would hold the funds raised through this share issue and consult with investors as to their wishes – it may be possible to provide a lower cost option as a stop-gap, or investors may wish for their money returned.

HOW MUCH WILL SHARES COST?

The shares will cost £10 each. You can buy a minimum of 10 shares (£100), up to a maximum of 1,400 shares (i.e. a maximum investment of £14,000). Regardless of the number of shares owned, each member will have an equal right to vote at each AGM on how the shop is run and is also eligible to vote and stand for election on and for the Management Committee.

OTHER GRANTS AND SPONSORSHIP

We will continue to seek investment from other funds as they arise and will seek sponsorship from companies with an interest in our community.

TAX RELIEF

The position on Tax Relief is a complex one – there is a scheme described below which we may be able to offer, but there are some concerns that the scheme may end in April 2021. For this reason we have chosen the dates for the opening and closing of the share. If it does end in April 2021, all shares must have been issued by April 5th.

We have applied for pre-authorisation for this offer to be eligible for Social Investment Tax Relief (SITR). Under the scheme, investors may be able to claim 30% tax relief (income tax or capital gains) on their share purchase. This is regardless of the rate of tax they pay, providing they have paid sufficient tax to cover the amount being reclaimed. This will include both taxes paid in the year in which the investment

NORMANDY COMMUNITY SHOP AND CAFE LTD



is made and the preceding year. The business has to trade for 4 months before a formal application for qualification for the relief can be made by the business. The relevant form will then be provided by the Society to you, enabling you to make the appropriate claim to HMRC for tax relief at that time. The amount of tax relief, if any, is decided following your application to HMRC and cannot be guaranteed by Normandy Community Shop and Cafe Ltd. To claim tax relief, we provide you with a certificate against which you make a claim to the HMRC, who then issue you with a payment for the amount of tax relief gained.

EXAMPLE Providing the investor is a taxpayer, then an investment in shares of £500 will cost £350 after the tax has been reclaimed. For the tax relief to be retained the shares have to be held for a minimum of 3 years.

FUTURE PERFORMANCE

We believe the use of the shop by the local community will be immediate on the shop opening. Like most new businesses, it may take time to get trade to the levels we will be happy with, but we do forecast a small profit by the end of year 1, continuing to rise over the following years. These figures are available in more detail in the Business Plan, available via www.normandyshop.co.uk

IS MY INVESTMENT GUARANTEED?

No. This is a long-term investment for the benefit of the community. It is not the same as the more familiar investment in a private sector business where investors hope to make capital gains from an increase in the value of shares held which are freely marketable.

The value of shares in the Society cannot increase beyond their nominal value of £10 per share and may be reduced if liabilities exceed assets. However, because the shares are issued by a corporate body, no further liability can fall on you as a shareholder. The Society cannot guarantee a return on your investment.

Profits not needed for the development of the business will be used for the benefit of the local community. At the sole discretion of the Management Committee, a proportion of the society's funds may also be used to fund interest on share and share capital withdrawal, in line with our Society's rules (which are available on our website), from the 4th year of trading onwards. The society proposes to direct any surplus funds first and foremost to the community projects the shop will be able to support. In any event, interest is capped at no greater than 5% or 2% above UK bank base rate, whichever is greater.

NORMANDY COMMUNITY SHOP AND CAFE LTD



The Society is subject to an asset lock and therefore cannot be sold for the benefit of its member shareholders. In the event of a solvent winding up, assets would be sold, and after creditors are paid, shareholders can be repaid up to the value of their shares. Any surplus will be put to community use. If the Society's liabilities are more than the assets, shareholders will lose their investment.

NORMANDY COMMUNITY SHOP AND CAFE LTD



RISKS

We have identified a number of risk factors for the business. These include:

- Inadequate funding, i.e. failure to raise sufficient capital at the outset
- Dependency on a volunteer workforce
- Theft or damage & vandalism
- Loss of premises at the end of the lease

This list is not comprehensive, and any trading activity is vulnerable to change or unanticipated risk. For more details please look at the Business Plan available on our website: www.normandyshop.co.uk

You need to be aware that this share offer is not protected by the Financial Services Compensation Scheme and investors have no recourse to an ombudsman; you could lose some or all of the money you invest.

However, please also bear in mind that this share offer has been put together by members of our community for the benefit of all the members of our community, rather than for individual financial gain. We would not do it if we did not believe in it. The shop is especially valuable for the elderly and vulnerable members of our community. The shop is key to a vibrant community.

VOLUNTEERING – the key to the success of community shops

How community shops remain viable, while commercial enterprises fail, in communities like ours is down to the volunteers who help to run the shop. This keeps costs lower, and so prices can remain competitive, as well as ensuring that there's always a friendly face in the shop to provide a warm welcome. It's also true that members feel part of it and have a vested interest in its success.

Volunteers are more willing to support a community-owned enterprise like the village shop and café because they know that money gets ploughed back into the shop and the community. They'll work with a paid shop manager who will be responsible to the Management Committee. For these reasons, it's important we have an active roster of volunteers to cover the opening hours of the shop and we'd always look to our members as the first port of call for new volunteers. Please get in touch via email to contact@normandyshop.co.uk or via telephone 07545 963157 if you are interested.

NORMANDY COMMUNITY SHOP AND CAFE LTD



ABOUT THE SOCIETY

Normandy Community Shop and Cafe Limited has been set up as a Community Benefit Society, which is the only legal structure that may offer community shares, which are a special type of share that may be withdrawn after an initial trading period of three years. It trades as a business for the benefit of the village community and is registered with the Financial Conduct Authority. Its constitution is based on model rules developed by the [Plunkett Foundation](#), a charity which supports ventures like community shops and community pubs. The rules are available to view on our website www.normandyshop.co.uk.

It is owned by its members and membership is open to anyone who supports our aims, is aged 16 or above and buys the minimum investment of shares.. The Society is run by a Management Committee, which has overall responsibility for the shop. The Society has limited liability, so members are protected up to the limit of their investment in the event of the Society's insolvency.

The Society is run democratically, and the Management Committee is appointed on a one-member, one-vote system. All members will have the opportunity to participate by attending the Annual General Meeting (and other members' meetings), voting for the Management Committee, standing for the Management Committee and volunteering (although you do not need to be a member to volunteer for the shop).

MANAGEMENT COMMITTEE & ADVISORS

The founding Management Committee was a group of twelve volunteers: Bob Hutton (Chair), Gary Phillips (Vice-Chair), Karen Dunn (Secretary), Jan Drake (Treasurer), Neil Aust, Peter Greenham, Wendy Greenham, Briony Howarth, Paul Howarth, Jill Spain, Tamsyn De Oliveira and Pat Tugwell. In early 2020, Tamsyn, who had advised on legal matters resigned from the committee due to other commitments. At the end of 2020, Peter and Wendy Greenham moved out of the village to be closer to other members of their family. They have all worked tirelessly for the benefit of the project and we appreciate their work and plan to remain in contact with them.

Biographies of the Committee Members can be found in the Business Plan available via our website: www.normandyshop.co.uk

We all live in Normandy, and all passionately believe that the community needs and will benefit from the shop. We have invested our time and energy voluntarily

NORMANDY COMMUNITY SHOP AND CAFE LTD



without financial reward. We will also invest our money into this project by purchasing shares through this offer.

The committee has a wealth of experience and talent in key areas for establishing the shop, including project management, marketing, PR and communications, business planning and development, retail concept development, supply chain management, fundraising (grants and events), construction project management, and staff and volunteer management.

The committee is grateful for the support of a working party of Normandy residents, which includes professionals with specialist skills such as planning and designing our building, law, web site design, event management, social media marketing, supplier management, and many more skills, donating their expertise to the project.

The project is also supported by the Plunkett Foundation, a charity that has helped hundreds of community shops start up and thrive in the UK, and by The Community Shares Company that has worked with more than 30 projects in the last 4 years to raise over £5.4M through Community Shares.

The remaining members of the founding Management Committee will stay in place until the first AGM of the society (in March 2021), where all will stand down (and be eligible for re-election). The members of the Management Committee elected at the first AGM (March 2021) will retire on a staggered basis so that each year, committee positions can be up for election whilst also maintaining continuity from year-to-year.

NORMANDY COMMUNITY SHOP AND CAFE LTD



HOW TO APPLY FOR SHARE(S) & BECOME A SOCIETY MEMBER

Our preferred method is using crowdfunder www.crowdfunder.com/normandyshop, but we are happy to help you if you are unable to use this method – see below.

ONLINE USING CROWDFUNDER

Our preferred mode of payment is using Crowdfunder. This is an online service that allows you to make your investment (or pledge as it is known on Crowdfunder) safe in the knowledge that your money is being handled by a company who handle investments and funding as their main business. The money will be kept safe from other funds and will be handed over to us at the end of the share issue. If, for any reason, the share issue were to be withdrawn, they would return your money to you.

OTHER PAYMENT OPTIONS

In the event you are unable or unwilling to invest using Crowdfunder, please see our website, which will explain the other options that are available to you. However, we would strongly urge you to invest via Crowdfunder. We are happy to help guide you through the Crowdfunder process so please get in touch if you would like any help, either by email contact@normandyshop.co.uk or by telephone 07545 963157.

NORMANDY COMMUNITY SHOP AND CAFE LTD



FREQUENTLY ASKED QUESTIONS ABOUT COMMUNITY SHARES

Why should I become a Shareholder and Member?

You are invited to become a Shareholder and Member of Normandy Community Shop and Cafe Limited because you have an interest in the local community. It is important that as many members of the community as possible participate in this venture and help to raise the necessary funds to acquire and fit out the village shop, however small that investment may be. Many individuals have already indicated their support.

Who will benefit from this venture?

The community of Normandy and surrounding villages will benefit directly from having a village shop and café secured for the future and run for the benefit of all of us. Any surpluses, after investment in the business will be used to benefit the community in accordance with the Society's rules. Members may also be able to be paid interest out of trading revenues should those revenues be sufficient, and it may be possible to offer share interest or capital withdrawals from either accumulated reserves or new capital. This may only happen after the first 3 years of trading and at the discretion of the Management Committee.

What's the difference between a Member and a Shareholder?

None. Membership of the Normandy Community Shop and Cafe Limited (a Community Benefit Society) is attained by making the minimum investment of £100. As a shareholder you automatically become a Member of the Society.

What voting rights do I have as a Shareholder?

You will be able to attend and vote at Society meetings and stand for and vote for the Management Committee. In a Mutual Society, the rule is one member, one vote. So, no matter how large or small your shareholding, you have an equal voice.

What is the minimum and maximum I can invest?

The minimum is 10 shares costing £100. The maximum investment is 1,400 shares costing £14,000.

Why is the minimum investment £100?

We have taken advice on our share offer from experts on community shares. We decided to set the minimum investment at £100 for this share offer simply because it gives everyone in Normandy the opportunity to invest. We anticipate many householders will want to invest more than the minimum.

We understand that people are at different stages of life and may not be able to invest at this time. There are lots of ways you can still be involved in the shop,

NORMANDY COMMUNITY SHOP AND CAFE LTD



through volunteering in all sorts of roles and we'd love to hear from if you would like to contribute any skills from gardening to delivery driving to helping with the build or volunteering to help run the shop. If you'd like to help or get further information, please get in touch by email: contact@normandyshop.co.uk or telephone: 07545 963157.

Who can buy shares?

Any individual over the age of 16 can buy shares in Normandy Community Shop and Cafe Limited and become a member. You do not have to live in Normandy. The Management Committee may refuse any application for membership at its absolute discretion.

Shares can also be purchased by companies or legally incorporated bodies and will be the property of that company; a nominee will need to be elected on behalf of the company. Groups of people including families, clubs or companies can also buy shares, but they will be held on behalf of whomever makes the payment online or by cheque offline.

What is a Community Benefit Society?

The purpose of a Community Benefit Society is to serve the broader interests of the community, It is the mechanism by which we are able to offer Community Shares. The Society is a community-owned social enterprise made up of its members. By subscribing for shares issued by the Society in this share offer, you will become a member of the Society. The Society is run by a Management Committee who will be elected by and from the members of the Society from the first AGM of the Society onwards.

As the Normandy Shop is set up as a Community Benefit Society (CBS), its main responsibility is to:

- Maintain prudent reserves to ensure the sustainability of the shop
- Maintain a commitment to support and invest profits into local community projects.

What are Community Shares?

Community shares are withdrawable shares that cannot be sold, traded or transferred between members, unlike shares in a typical company. All members are entitled to one vote – regardless of how many shares they hold.

How do the Community Shares work?

If you decide to buy shares in the Normandy Shop and Café, you will be investing in our wonderful community. In terms of what's in it for you, there are a number of

NORMANDY COMMUNITY SHOP AND CAFE LTD



options, some of which are the primary purpose of a CBS, and some will be at the discretion of the Management Committee:

- You may be able to claim 30% tax relief (if you are a UK taxpayer).

The shares will enable us to build the shop and get to the point of opening the doors, once we are trading, and any profit will be used to:

- Ensure the shop can trade sustainably to preserve the community hub.

Once we have made sure we have provision for this, at the discretion of the Management Committee, we can:

- Channel funds into community projects.
- Pay interest on members' shares and/or refund the share capital.

Is there a business plan?

Yes. Copies are available on our website www.normandyshop.co.uk

Is it a good business proposition?

The community shop model has proved itself to be very robust. More than 300 community shops have been established in the UK, with a greater than 94% success rate after 5 years. It is well proven that communities that work together to set up such a venture will support it in the future.

What happens to my shares if the business fails?

In the case of a solvent winding up, assets would be sold, and after creditors are paid, shareholders may be repaid up to the value of their shares and any surplus will be put to community use. If the Society's liabilities are more than its assets, shareholders will lose their investment.

Am I being asked to pay an annual subscription?

No. All shareholders are members from the point they invest, until they cease to be a member by either resigning from membership or withdrawing their shares (with the agreement of the Management Committee).

Who is organising this? Can I trust them, do they have a personal interest?

The Management Committee making this share offer is a group of volunteers who believe passionately in the shop. They do not have a personal financial interest in this project beyond the amount they have invested themselves. Full details and biographies are in the Business Plan which can be viewed via our website:

www.normandyshop.co.uk

NORMANDY COMMUNITY SHOP AND CAFE LTD



What is my liability, should I invest?

Your liability is limited to the value of your shares.

Will my investment increase in value?

Shares can go down in value if our auditor were to suggest a revaluation, but they cannot increase in value above their original price.

Can I sell my shares?

No, these shares cannot be sold. They are a special type of share known as a 'withdrawable' share. The only way to recover their value is to apply to withdraw your shares from the community venture itself (see below).

How do I get my money back if and when I need it?

To enable the business to build up sufficient reserves, our rules state that no withdrawals can be made in the first 3 years of trading. The two exceptions to this are as a result of death or bankruptcy. From the 4th year of trading onwards, shareholders may request to withdraw their investment by giving 3 months' notice in writing. However, all withdrawals are at the sole discretion of the Management Committee having regard to the current and future needs of the business. If you already anticipate wanting to withdraw your investment, you should reconsider whether this is the right investment for you.

When will I find out whether there will be future share capital withdrawals?

After 3 years of trading, it is anticipated that there will be greater clarity on the level of reserves required to continue having a shop and café in Normandy. In anticipation that some investors may wish to withdraw some of their share capital and that the level of trading is in line with the needs of the business, the Management Committee may be in a position to allow some withdrawals from year 4 onwards and will agree and publish the terms of a withdrawals policy for members at that time.

What happens to my shares if I die?

In the event of the death of a member, shares of up to £5,000 can be transferred to another person nominated by the member before their death; if the society has the funds and the Management Committee agrees, the shares may be withdrawn by the nominee. Shares above £5000 in value can only be transferred under the terms of the settled will and testament of a member under probate law.

What is likely to be the effect of an investment for my tax liability?

After we've been trading for 4 months, we'll write to HMRC and get a tax certificate that we then send to shareholders / members. Shareholders can claim the

NORMANDY COMMUNITY SHOP AND CAFE LTD



investment against their tax return for the financial year in which the investment was made (likely to be 2021-22) or the previous year (2020-21).

Will my investment remain confidential?

We will keep a public Members' Register with the names of members but not the amount they have invested. A separate private Share Register will be held internally in a password controlled confidential environment. It will be necessary for this information to be known to the Chair, Treasurer, Secretary, Vice-Chair and Membership Secretary for administrative and management purposes. All these people will be required to sign a confidentiality agreement. As required by the Data Protection Act, we have registered with the Information Commissioner's Office, which are aware that we will hold this information. Individuals have the right to view any information about themselves that is held by Normandy Community Shop and Cafe Limited.

What are the long-term plans for Normandy Shop?

The campaign to set up a community shop only started in late 2019. A lot of support has been gained for the project and we all look forward to the shop opening and thriving. Once a sound financial footing has been gained, it is the ambition of Normandy Community Shop and Cafe Ltd to be able to put money into community projects as well as secure the future for Normandy Shop.

Can I buy shares in the Shop through my business?

Your business can buy shares in the shop, although you need to have a named individual who is the member. The Shop is a Community Benefit Society and not a charity, so your business cannot claim tax relief on a charitable payment. However, your business name and this might be able to form part of your businesses' marketing costs but please check with your accountants.

Can I buy shares as a gift?

If you wish to buy shares as a gift, the easiest way to do this is for you to give the person you're buying the gift for the cash and ask them to apply for shares via our Crowdfunder website. This means they can confirm their wish to become Society member and take advantage of tax relief, should they be eligible.

Can I pass my shares onto my family?

Yes. Members may nominate a beneficiary who can inherit their shares upon their death but must notify us who that beneficiary is.

NORMANDY COMMUNITY SHOP AND CAFE LTD



What if someone dies without beneficiary notification?

If it comes to our attention that a member has died without nominating a beneficiary to us, and has not left any instructions in their Will, we will attempt to contact their next of kin to arrange the shares' transfer to their estate, but if we are unable to communicate with a member's estate within the 18 months after the member's death or 12 months after we are notified of that death, whichever is sooner, we reserve the right to cancel the shares.

What if I move house?

It is vital to keep us updated of any change to your address, as there are provisions in the Society's rules that enable us to cancel shares from untraceable Members. The ability of people who leave the area to withdraw their share money will depend on the approval of the Management Committee taking into account factors such as the trading position of the shop at the time and future capital needs. In addition to trading, we will also be able to accept investment from new members (such as people who might move into your house) which could then be used to support the return of your investment to you.

Will I get a share certificate?

Yes. Every Member will receive a share certificate.

What's the worst that can happen?

- **What if we don't gain the additional funding to build the planned premises?**
We are going ahead with this share issue with confidence that we will gain funding from YourFund. If we were unable to secure this funding, we would consult with all investors on their preferred approach – to look to implement a lower cost option or for the shares to be withdrawn and the money returned to you.
- **What if the shop fails?** If the shop became insolvent, then it would have to close. All those who have invested/donated will receive their money back from any remaining funds after paying creditors. We will be leasing the land for the shop from Normandy Parish Council. The land and the shop and café building that we will be constructing on the land will remain in the ownership of the Parish Council, not us, and we will not have the ability to transfer the lease to anyone else.

NORMANDY COMMUNITY SHOP AND CAFE LTD



APPLY FOR SHARES NOW AT:

www.crowdfunder.co.uk/normandyshop

Any questions?

If prospective members have any questions, they are invited to contact any member of the Management Committee. For general enquiries about Normandy Community Shop and Cafe Limited (the Society) or Normandy Village Shop:

Email: contact@normandyshop.co.uk

Telephone: 07545 963157

Web: www.normandyshop.co.uk

Facebook: @NormandyShop