

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
16th FEBRUARY 2023, 6.00 PM, IN THE VILLAGE HALL

PRESENT: Mary Coles (Chair), Cherry Bird (Sec.), Simon Smith (Treas.), Di Binding, Sheila Robertson, Bruce Freeman, Claire Sawatsky, Karl Toth.

1. MINUTES AND MATTERS ARISING

- **DoE update:** Emily is now coming regularly and staff have her schedule. Everyone finds her very helpful. Final documentation is being signed off for Rafi.
- **Shop cleaning:** The Ukrainian ladies are no longer able to come so Alison and Julia are covering between them. Sheila will speak to a cleaner she uses to see if it is possible to arrange anything. Charge is likely to be around £15 per hour, which difficult as much higher than other staff or contractors.
- **Volunteer database:** Mary has updated and sent to staff.
- **Stogumber:** Mary and Cherry attended a large village meeting. There were many questions and a lot of enthusiasm, plus a clear leader has emerged. They are also interested in including a café.
- **First aid training:** As Steve has been unwell, this has not yet happened, but it is still planned.

2. FINANCIAL UPDATE

- **Monthly figures:** January was a satisfactory month with gross & net profit margins in the healthy band (£2,316, 7%). Although café & shop sales showed an increase over last year, we must consider the impact of inflation. As a rough guide, sales figures will have increased by 10% because of inflation, provided the same customers purchased the same products all month.
- **Half-yearly accounts:** Despite cost increases, expenses compared well with budget because it was a conservative budget.
- **Alternative bank account:** Application to Nationwide has been sent off, expect a 12-week delay.

3. SHOP AND CAFÉ MATTERS

- **Patio canopy:** Yet more delays, due to a part of the roof strut being incorrectly made and having to be taken back to Bristol. This is supposed to be collected this week and construction will then go ahead, ready for on-site assembly "soon". Meanwhile another temporary canopy has been erected in response to customer requests.
- **Toasties/ paninis trial:** Cherry summarised the responses from volunteers to questions about workload and customer feedback. Key points from volunteers were
 - *Most volunteers seem to be coping well with the work and are quite happy with the new menu*
 - *However, almost all said you need 2 people on duty at busy times as there is now a lot to do*
 - *New toaster much better and easier to use*
 - *Workspace is an issue, but Lynne's changes have helped – need to keep looking for better layout ideas*
 - *Tins to hold fillings are not really working - too big (deep) and not used. Better to remove and have smaller ones that are kept in the fridge all the time. Sheila and Lynne are working on this to find the best solution.*
 - *Maybe cakes should also be kept in a chiller as they contain dairy products*
 - *Cooker is too big and takes up too much space – smaller model would be enough (but replacement would be expensive so this is unlikely to happen in the short term.*
 - *How to get around need to keep toaster warm, but wasting electricity if no-one orders toasties/ paninis?*

➤ *Customer feedback was all positive*

Cherry will discuss with Lynne.

- **Other refills:** Sheila shared figures from Reposs, noting these are not completely accurate, for logistical reasons. Overall, washing up liquid and laundry liquid are by far the best sellers; scrub powder, steel & glass cleaner and bathroom cleaner sales are very low. Milk sales are about 40% in glass bottles, which is a good result, but we could do more to encourage others to use the refill system. Suggested we ask Emily to design a poster encouraging people to do this for environmental reasons and explaining how to do it.
- **Other café matters:** Almost all the 50 re-useable cups have been sold. Agreed **Sheila** will order more, possibly of a different design. She will talk to staff and suppliers about ideas.

4. COMMUNITY GRANTS

- Di reported on the recent working party meeting to discuss two applications for this second round, one from the Luxborough gym, which is used by many Roadwater residents, and one from the Roadwater youth cricket team. Sheila declared an interest in the gym so did not participate in that discussion or the vote. Both applications were approved by the working party (for the amount requested) and confirmed unanimously (with Sheila abstaining) by the management committee.
- Simon proposed a £200 lump sum for the car scheme on which they can draw for exceptional and needy cases at the discretion of the organisers without the need for time-consuming individual expenses claims. This was also approved unanimously.
- Di reported the working party discussion about whether the grants should be offered once a year (because it is a lot of work each time) or twice a year (because this gives more opportunity). Working party generally felt it best to stay with twice a year. Management committee agreed.
- Bruce mentioned a possible application from Roadwater Players, seeking assurance that they would be eligible. Agreed they would be and he will discuss an application with them.
- An additional idea for funding that came from the working party discussions was an event for youngsters in the summer holiday, eg bouncy castle. All agreed this was a great idea, but need to find someone who will take on the considerable amount of work involved. **Di** will speak to the working party to see if anyone is able and willing.
- Simon suggested offering expenses payment to volunteers who do home deliveries, because of escalating petrol costs. Agreed not to do this as currently no-one feels the need and it risks undermining the volunteering ethos and setting off other requests for volunteer payments.

5. WEBSITE UPGRADE

- Bruce will compile the summary of ideas (has been too busy until now) and discuss with Sam and Cherry to make changes as required.

6. AoB

- **Waste collection:** Lack of clarity around mixing of different types of waste. Sheila has confirmed with Biffa that all is compliant and mixed waste is correctly separated at Priorswood.
- **Somerset Food Trail Festival:** Is likely to include West Somerset this year. Graham Harvey spoke with Mary about our being included. All agreed that in principle we would like to take part. Could do an outdoor event using local produce.

Next meeting: Wednesday 22nd March, 6.00 pm.