

**MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE**  
**22<sup>nd</sup> MARCH 2023, 6.00 PM, IN THE VILLAGE HALL**

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

**APOLOGIES:** Karl Toth, Bruce Freeman.

### **1. MINUTES AND MATTERS ARISING**

- **Summer event for young people:** Di has mentioned the idea to the relevant person, including the possibility of a CBS community grant to cover costs.

### **2. FINANCIAL UPDATE**

- **Monthly figures:** February showed a loss but this is not a concern, as the main reason was a large (£4000 +) Bookers order on 28<sup>th</sup> February. Interestingly February 2022 was also a loss month, with a near identical gross profit amount but the loss was smaller because of lower overheads. Bank balances continue to grow steadily.
- **Security lapses:** Due to recent incidents, the following changes were suggested:
  - Upgrading of CCTV to one-month memory rather than the current 7 days as this may be more useful in investigation of incidents that may have occurred over a period of time: Likely cost around £400
  - New office computer as the current one is extremely slow, making investigations and tracking time-consuming: Likely cost around £1,000.

Both proposed by Simon, seconded by Mary, unanimously approved.

Also instigated: The additional change box is now kept in the small safe, rather than in the office. This means volunteers and Saturday staff are not able to access it but staff can work with this.

- **Cash** has been found in the safe, collected originally for a staff event, for which it was not needed. All agreed this will be put towards expenses for the next staff event.

### **3. SHOP AND CAFÉ MATTERS**

- **Saturday youth:** Need to advertise for at least one more Saturday worker (**Mary**). Agreement to be drafted which they will sign (**Cherry**).
- **Patio canopy:** Trial build in builders' garage went well and delivery expected ready for final construction to begin on Monday 27<sup>th</sup> March. Underside of roofing has been painted and timber posts treated. Expect the patio to be out of action for 4 days. Suggested we take up the offer of Jennifer Duke to formally open it. This would be appropriate as she was High Sheriff of Somerset until 19<sup>th</sup> March and lives in Luxborough. **Sheila** to follow up.
- **Risk assessment:** Following an incident that could have had serious fire consequences, it was agreed that Steve will carry out a risk assessment and recommend any mitigating measures required for the café.
- **Till registration of refill products:** The till regularly over-rides refill products with other items, so sales are incorrectly recorded. **Sheila** will follow up with Reposs as it seems other people have similar issues.

- **Energy efficiency grants:** Somerset Council are offering grants to cover expenses for improving energy efficiency (deadline 28<sup>th</sup> March). This might be used to replace the ice-cream freezer, which is very old and probably not very energy-efficient. **Mary** will follow up.

#### 4. COMMUNITY GRANTS

- Payments have been made to the car scheme and Luxborough gym.
- No further information from Bruce about a possible late application from the Roadwater Players. **Bruce** to follow up.

#### 5. WEBSITE UPGRADE

- Bruce sent round the compiled suggestions, which were reviewed. Agreement reached that main colour should be the green of the shop logo, without any kind of fading/ sepia effect or watermark, so that it looks clear and vibrant, without being too bright. Suggested we all look for other websites we like so Sam can see how to modify.
- The other major issue to address is the over emphasis on café (to make it a shop with café rather than café with shop)
- Other comments can mostly be incorporated by the administrator once we have handover.
- **Bruce and Cherry** to look at this together and feed back to Sam.

#### 6. AoB

- **Proposed café alternations:** Café team are requesting permission to remove the bar and replace it with two tables end on and four chairs, as this will be more user friendly. Currently almost no-one sits on the stools at the bar so the space is wasted. Claire has offered to purchase the stools and provide alternative seats so there will be no cost to the café. Suggested the team carry out a survey over the next month, noting each time someone sits on the stools. Karl will do accurate measurements to ensure the space works without blocking service and risking accidents. Need to look at options for using or selling the bar as it is a very nice piece of wood.

**Next meeting:** Monday 24<sup>th</sup> April, 6.00 pm.