

## MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE

24<sup>th</sup> APRIL 2023, 6.00 PM, IN THE VILLAGE HALL

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

**APOLOGIES:** Sheila Robertson,

### 1. MINUTES AND MATTERS ARISING

All matters arising were covered under agenda items

### 2. FINANCIAL UPDATE

- **Monthly figures:** March was an unremarkable month with satisfactory P&L figures.
- **Bank balance:** ~ £121,000, no further information about the Nationwide account.
- **New computer:** Installed and working @ total cost £620 (cf budget £1,000)
- **Corporation tax:** Paid £1,338, much less than the ~ £5,000 we would pay without the offsetting of volunteer hours as a cost. This will increase next year (to 25%). Note that spending on maintenance of the flat can also be offset.
- **Flat:** Wood of stairs and balcony need to be oiled, estimated cost ~ £500 labour and ~£200 materials. Simon proposed it be carried out early this summer. All agreed. **Simon** to take forward. Also agreed **Cherry** will ask Andrew to carry out an inspection and make any required recommendations for other maintenance, in particular to check when the last electrical inspection was carried out.
- **Overnight cash:** Concern raised by Hazel about the amount of cash held overnight in the safe and tills and whether is an issue for insurance. Simon confirmed the limit is ~ £8,500 and we are normally well within this. The only exception is when the PO occasionally goes higher if someone brings in a large cash deposit. **Mary and Steve** to monitor how often this happens, if more than 5 days a month we should consider increasing insurance cover, though this would be expensive.

### 3. SHOP AND CAFÉ MATTERS

- **Cleaning:** Elaine (Sheila's cleaner) starting as a trial from 4<sup>th</sup> May. She will do alternate Fridays 6.00am to 8.00am @ £20 p hour on a self-employed basis, bringing her own materials etc. Her rate is considerably more than our usual but fewer hours make cost about the same. She is a very experienced cleaner it is hoped this will be worthwhile. **Cherry** to draft an agreement incorporating a 3-month trial period.
- **Saturday youth:** Cherry previously drafted and circulated an agreement for all Saturday youth to sign, which was approved. One lad has applied for the vacancy. **Mary** will meet him on Saturday to discuss details and sign the agreement if he is suitable. **Note:** Simon has observed that despite repeated warnings the Saturday youth workers are still selling (or attempting to sell) tobacco products without staff present. This is serious enough to warrant dismissal and further stern warnings will be given. **Mary** will ask Emily to make a sign to go by the till and tobacco drawer.
- **Patio canopy:** This is finally complete, but the builders still need to collect their materials. Karl raised some structural concerns (bolts just cut off and not properly secured, rough edges, rain overshooting the guttering). **Cherry** to contact Peter about all issues.

- **Café hours and staffing:** Suggestion from café staff to extend café opening hours to 4.00pm during summer and employ another paid member of staff, which would also ensure cover when Lynne is away. Currently we rely on volunteers to take this responsibility. A lengthy discussion ensued. Key points raised: (1) shop already subsidises café and this would increase the amount (Simon) (2) Café is already fulfilling its aims for the local community and meeting much of its costs. Any increase in costs should have a clear additional social and community benefit or be commercially viable (Simon) (3) Maybe need to think about longer term aims of the café and its development – where do we want it to go? (Bruce) (4) Should not separate café and shop – all part of a package that brings people in (Mary and Cherry) (5) Could consider extra hours for weekends only (Cherry). Agreed that a detailed proposal should be produced and reviewed thoroughly before the next meeting. **Cherry to ask Sheila** to work on this.

Note: Simon pointed out that meetings tend to focus more on café than shop developments, which risks being to the detriment of the shop. Others noted that Julia, as an experienced retail professional managing an established enterprise, is confident in looking for possible new initiatives and requesting support, whereas the café is a newer and less understood undertaking. Karl suggested acquiring a van for supplies/ deliveries and as an advertising platform.

- **Risk assessment for café:** Steve still to do.
- **Till registration of refills:** *Resolved, according to post-meeting email from Sheila.*
- **Café seating alternations:** In the last month only 3 people were observed using the stools, and then only while waiting for drinks. All agreed this confirms the good sense of converting the bar to 2 tables and swapping the 4 stools for chairs. **Claire** to convey the message to the café team so the work can go ahead as planned – measurements have confirmed the space would work.

#### 4. WEBSITE UPGRADE

- Bruce and Cherry met and agreed on an outline structure that incorporates the suggestions from the committee. This was previously circulated and since there were no further suggestions Bruce will arrange a meeting with Sam and Cherry to agree on the changes, with the aim of going live by mid-May, in order to avoid paying WIX for a further period. Once this outline structure is in place any further changes can easily be made.

#### 6. AoB

- **Plunkett conference:** Sheila is interested in attending, which could be useful for picking up new information. Agreed that at least some expenses could be met by the CBS. Fee thought to be £76. **Mary** to check and talk further with Sheila about plans.
- **Grant application:** Late application received from Roadwater Players was reviewed (circulated in advance by email). There were no objections and it was felt that criteria required were met. **Di** to take this back to the working party for discussion. If they agree then the amount requested can be paid (expected to be less than £300).
- **Ongoing shop maintenance:** Suggested **Cherry** ask Andrew to check whether any maintenance needed.

**Next meeting:** Wednesday 24<sup>th</sup> May, 6.00 pm.