

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
24th MAY 2023, 6.00 PM, IN THE VILLAGE HALL

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

APOLOGIES: Claire Sawatsky, Karl Toth

1. MINUTES AND MATTERS ARISING

- **Overnight cash holding from PO:** No information yet
- **New cleaner and agreement:** Elaine has started her fortnightly shifts, Cherry has drawn up a self-employed agreement, which Sheila will arrange for Elaine to sign.
- **New Saturday youth worker and agreement:** New worker, Caleb, has started. Cherry has drawn up an agreement, which he has signed.
- **Sign for till about tobacco/ alcohol/ Lottery sales by youth:** Emily has made a sign, **Mary** trying to find a way of displaying it effectively.
- **Risk assessment:** Not yet done, **Mary** to follow up.
- **Café seating alternations:** Completed and much appreciated as an improvement – more space and more useable seating.
- **Roadwater Players grant application:** Approved by working party and passed to Simon for payment (£407.03)

2. FINANCIAL UPDATE

- **Monthly figures:** April was again a good month. Analysis of café figures also provided, showing a slight loss of ~ £200 per month, which is acceptable as it is fulfilling a community service role and not just a commercial one.
- **Additional bank account:** No further information from Nationwide so Simon is investigating other options, some of which offer better interest rates.

3. THE FLAT

- Andrew's report from his inspection of the flat highlighted small areas of damp, repairs needed in the kitchen to drawer next to sink, handles on wall unit. Also replacement of oven needed and installation of a vent recommended. The tenant has agreed to deal with the damp himself. **Cherry** to ask Andrew to deal with repairs and research options for replacement oven and vent [*done*].
- Arrangements made for Simon (painter/ decorator) to undertake oiling of the balcony before end of summer. Expected cost about £500.

4. SHOP MATTERS

- **Alison's newspaper role:** Agreed that Hazel will take this on with back up from Sharné. Alison estimated an hour a week on average, for which Hazel will be paid. She will shadow Alison when dates for her leaving can be estimated.

- **Till registration of refills:** Staff reported this is now much better, but errors still occur occasionally. **Cherry** to suggest at staff meeting that any incidents are recorded so there is hard evidence for Sheila to present to Reposs [*done*].
- **Maintenance report:** Andrew recommends replacement of drinks chiller and chest freezer, plus review of how to improve outside newspaper rack. **Cherry** to ask Andrew to look for options and liaise with Simon [*done*]. Replacement of the ice cream freezer was also discussed. **Cherry** to raise ice cream freezer and newspaper rack at staff meeting to see what they would like [*done*].

5. CAFÉ

- **Extension of opening hours:** Sheila suggests opening until 4.00 pm could be achieved by increasing volunteer shifts by 30 mins each, if they are willing, and with the understanding that no pressure is put on them to comply. We could also offer some hours to youth workers or other students as exams finish. This would enable a trial for the summer without the long-term commitments of extra staffing. It would not be possible to open on Sunday afternoons when the shop is closed. **Cherry** to discuss with Lynne.
- **Cover for Lynne's absence:** The major issue is the management, stock ordering etc as daily service can be managed by volunteers in the normal way, with safety back up from shop staff on duty. One option would be for shop staff to also provide backup for stock ordering. **Cherry** to discuss all options with Lynne as final decision should be hers. [*Note: I spoke with Julia, who said she already does almost all the ordering, apart from pies, so it only needs volunteers to ask her and she will order*]
- **Loyalty cards:** Continue to be very successful – average of 38 free cups given per month, ie 8 cups purchased for each. People often buy more coffees because they like the scheme.

6. WEBSITE UPGRADE

- Bruce and Cherry met with Sam to discuss the suggested changes, which Sam has implemented. Link to new site was circulated previously. Note this is not complete yet, but we can populate and adjust this basic structure as required. There will be 2 account administrators, probably Bruce and Cherry.
- We should be able to go live before end of May and thus avoid paying WIX again. **Bruce** to undertake payment from the Roadwater shop account for the basic option previously agreed on – Krystal Amethyst. Agreed to pay 3 years in advance as this represents a considerable saving, bringing the cost down to £50 per year instead of £4.99 per month.

6. AoB

- Request for **gift voucher** for Luxborough fete of £50 granted, same agreed for Roadwater fete.
- Mary informed us that a couple in the village have donated their shares to the shop, amounting to £4,230. **Cherry** to write thanking them and saying it will be used for replacement of chiller and freezer.
- **Wage increase** for staff was suggested. Simon proposed an additional £1 per hour for all, seconded by Sheila, agreed unanimously. **Cherry** to inform staff at tomorrow's meeting [*done*].
- Karl asked that the idea of purchase of a **shop vehicle** be considered.

Next meeting: Wednesday 29th June, 6.00 pm.