

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
29th JUNE 2023, 6.00 PM, IN THE VILLAGE HALL

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

1. MINUTES AND MATTERS ARISING

- **Overnight cash holding from PO:** Confirmed by PO that risk for PO money held is covered by PO.
- **New cleaner and agreement:** Sheila has drawn up a tick sheet for Elaine to complete each time, to be kept in the office so staff can see what has been cleaned and when. Elaine commented that behind the counter needs cleaning each time.
- **Sign for till about tobacco/ alcohol/ Lottery sales by youth:** In process.
- **Risk assessment:** Steve is finalising his report and will follow up on issues noted. Di will put the final new version in the volunteer pack to ensure all are aware of issues.

2. FINANCIAL UPDATE

- **Monthly figures:** May was a good month with percentages to the top of the target range. For interest a revenue growth calculation was included to see if revenue was increasing greater than inflation (business is growing) or less than inflation (business is shrinking). Assuming inflation at 10% our key revenue lines are above inflation, though Post Office is below. Café revenue is creeping up. Shop business showing about 3% growth (allowing for inflation).
- **Stocktake:** Is almost finished, note that Julia has not claimed for the extra hours she has put in. Since Simon had budgeted £400 for this, he proposed giving her a voucher for £100 for a meal out at her local pub. All those present agreed. **Simon** will follow up.
- **Additional bank account:** Business Savings Account now opened at Nationwide, though at present we can only deposit, not withdraw. This will be used as a contingency fund only. Simon proposed increasing the contingency fund from £71,000 to £78,000. Sheila seconded. All those present agreed.

3. MAINTENANCE AND EQUIPMENT

- Andrew reported the new cooker has been installed in the flat, he has repaired the drawer and replaced cupboard handles. Vent will be fitted when required tool is found. He expressed concern about the amount of mould behind the cooker and the need for the tenant to empty the dehumidifier daily. He will monitor the situation. The possible need for an extractor fan over the cooker was considered.
- Steve has arranged for electrical inspection of the flat. **Mary** to check date of the last one (by Manchip)
- Shop electrical inspection will be due next year, 5 years after it was done for the build.
- New drinks chiller plus product freezer (£2,600) and ice cream freezer with stock (£1,800) purchased.
- New log box and newspaper display ordered from Barry Fowler at Dunster after discussion with Julia
- Shop skylight leaked after heavy rain, which is a problem as it is just above the till. This has happened before and the builders (Ware) warned it was likely to be a problem. There is little we can do except monitor the situation for now

4. SHOP MATTERS

- **Till registration of refills:** Reposs have not agreed to any change in the system. Sheila has looked at specialised scales that print a label with barcode, thus avoiding two trips to the till. However, these are very expensive (over £4,000 total), Various other options were discussed. **Sheila** will research less sophisticated equipment, such as a simple calibrated scale. **Karl** will look for second hand options.
- **Decision-making:** Di raised the fact that there seems to be no system for decisions at shop level, eg when to switch on AC. Not all staff are confident to make such decisions and different people may have different ideas. Confirmed that levels of decision-making do exist: (1) individual, personal if confident; (2) if guidance required send Whatsapp message to other staff for advice (eg Julia); (3) raise at staff meeting for wider discussion and agreement on general guidelines for specific situations. Julia and Andrew are generally on hand to help.
- **Signposts:** Sheila suggested a better sign is needed at the end of the Mineral line and has spoken with ENP. They agreed on the basis that the shop would make a contribution. A 3-way sign with Mineral Line, pub and shop/ cafe would be ideal, in the present location of Chris Sampson's garden. **Mary** will talk to Chris. **Sheila** will continue talks with ENP.

5. CAFÉ

- **Extension of opening hours:** Lynne has decided to shelve this for now due to shortage of volunteers. There is still a problem getting enough cover for holidays, though a few new volunteers have started. Sheila noted that the rota does not help as it is confusing. This kind of work is not Lynne's strength and it would be better if someone else did it using the system Jude uses for shop volunteers. Others have offered, including Lynda. **Karl** offered to talk to Lynne suggesting she ask someone else, such as Lynda, to talk it on so that she can concentrate on using her skills and time to run the café.

6. WEBSITE UPGRADE

- The new site is now up, though there are some corrections to information needed (eg café opening times). **Bruce and Cherry** are meeting next week to sort out uploading.

7. AoB

- **Gift vouchers:** Produced for Luxborough, Roadwater and Old Cleeve school fetes of £50 each. Agreed to adjust size and wording to make a version for sale in the shop, especially coming up to Christmas.
- **Shop vehicle:** Karl suggested we consider purchase of an electric vehicle, possibly second hand, for the shop as it would be good advertising and avoid people (especially Julia) having to use personal vehicles. Problems highlighted in the discussion were (1) cost (2) battery life (3) insurance for multiple drivers (4) is there a business case? Agreed **Karl** should provide a more detailed proposal outlining advantages and issues of concern and how these could be overcome

Next meeting: Thursday 27th July, 6.00 pm.