

**MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE**  
**4<sup>th</sup> JANUARY 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.

**APOLOGIES:** Karl Toth

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

- **Community disbursement plans:** Working group meeting planned for Thursday 5<sup>th</sup>, aiming to publish request for applications in early February for awards in March. Budget agreed at total £4,000 with max of £750 for any one project. Emphasised the importance of verbal communication of availability of grants as well as posters and digital means.
- **Volunteer pre-Christmas social events:** Both went well and were appreciated, especially the tea (food by Jen's pantry excellent though rather more than needed). Turnout quite low for the pub/skittles evening, but it was enjoyed. Suggest next year we have a bigger time gap, with afternoon tea in summer and pub evening in winter.
- **DoE update:** Di previously circulated a protocol for DoE students, which clarifies expectations and responsibilities. Di has a meeting with Rafi planned for 14 January to monitor his record-keeping. Emily has not attended over the Christmas period as she has been very unwell. **Cherry** will follow up. [*Emily has since responded and is planning to attend again at weekends*].
- **Agreement for Saturday staff:** Not yet done, **Cherry** will do and circulate.

### **2. FINANCIAL UPDATE**

- **Monthly figures:** November figures good, comparable with last year. December figures not yet ready.
- **Half year accounts:** Not yet ready, expect within the next week.
- **Book-keeping team:** New arrangements are that Sharne has moved to a fixed rate contract of £345 per month, based on expected average 23 hours' work, as this is the model she now has in place with all clients and is more efficient in use of her time. She will continue to put in time as needed to fulfil all tasks required. Hazel's hours have been increased from 5 to 7 per week, at her request and based on Simon's scrutiny of the tasks she is covering.
- **Bookers:** To reduce expenditure on delivery charges, Simon and Julia have agreed on a system of once a month big order for the shop (@£35 charge) and using the new café account for small extras in between, for which the charge is less (£15).
- **Additional bank account:** **Simon** is proceeding with opening of a Nationwide account.

### **3. SHOP AND CAFÉ MATTERS**

- **Review of Christmas arrangements:** Will be discussed at staff meeting and noted in the diary for next year, but it seems opening hours could be reduced as some afternoons over Christmas/New Year period were very quiet.

- **Shop cleaning:** Vira and Lade (Ukrainian ladies) have been cleaning some weeks and done a good job, however they do not come every week. Alison has offered to fill in the weeks they don't come. **Cherry** to contact her. *[Done and confirmed Alison will clean for the rest of January]*
- **Patio canopy:** The existing canopy has been removed in preparation for work to begin on the permanent cover. Unfortunately, there have been unexpected delays. Now all materials have been delivered and we understand the builders are putting it all together ready for final on-site construction in the next couple of weeks.
- **Toasties/ paninis trial:** Sheila previously circulated figures and graphs showing sales of all café food, which showed that the existing cheese/ bacon turnovers and sausage rolls were the most popular followed by toasties and then paninis. After a relatively short period, this is a clear indication these new products are welcome. They are also in keeping with the aim of providing more healthy food options. Cherry will talk to volunteers to ask their perspectives on the additional work involved and how comfortable they are with this, as well as customer feedback.
- **Other café matters:** 24 re-useable cups sold out of the 50 purchased.
- **Exmoor partnership:** We have received the certificate identifying us as business partners to the park, which we can display.

#### 4. VOLUNTEER MATTERS

- Volunteer database needs updating. **Mary** will undertake.
- Suggestion was that all volunteers should be encouraged to help with both shop and café work when they are on duty, depending on how busy they are. Comment was that some would be willing to do this but not all.

#### 5. WEBSITE UPGRADE

- Bruce repeated his request for comments from all committee members (by 11<sup>th</sup> January) and he will compile a summary and discuss with Sam to make changes as required.

#### 6. AoB

- **Electricity:** Likely to go up by at least 30% when the fixed term agreement expires in November.
- **Stogumber:** Mary and Cherry had a detailed meeting with Mostyn and Alison from the parish council to give them information about our experiences, which was appreciated. Other people from Stogumber have also approached various committee members and shop staff. **Simon** has agreed to talk to one person about finance, but it was agreed we should refer other enquiries back to Mostyn and Alison, rather than having multiple meetings and risking mixed messages.
- **First aid:** Sheila has updated the 1<sup>st</sup> aid kit and included a small burns kit. Agreed **Mary** will ask Steve to offer a course in CPR for staff and volunteers.

**Next meeting:** Wednesday 15<sup>th</sup> February, 6.00 pm.