

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
4th OCTOBER 2023, 6.00 PM, IN THE CAFÉ

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

APOLOGIES: Bruce Freeman, Karl Toth.

1. MINUTES AND MATTERS ARISING

- **Grants:** Di reported they have launched the next round with appropriate publicity. Agreed that before any further rounds we should consider: (1) only doing one round per year, especially if the financial situation remains uncertain; (2) adjusting criteria to reflect the expectation that applicants should demonstrate use of the grant for added value to their activities especially for repeat applications.
- **Rent rise:** **Mary** will mention informally to the tenant to expect a rise from 1st November. **Cherry** to draft a formal letter to inform him.
- **New PO/ Lottery contract:** No further information available yet.
- **Volunteer event:** Gavin (Jen's Pantry) has agreed to the same budget as last year (£300 for up to 50 people) and proposed to Sheila the range of food he will offer. **Sheila** will set up tables and chairs and arrange table cloths and flowers. **Mary** will publicise. Date confirmed as 15th November at 3.00 pm.

2. AGM PLANNING

- Meet in the hall at 7.15 to arrange chairs.
- **Cherry** to provide attendance register sheets and 6 extra copies of the agenda only.
- **Sheila** will be on the door to ensure everyone signs in.

3. MAINTENANCE ISSUES

Andrew reported that:

- Recent toilet drain blockage had to be professionally cleared, probably caused by people flushing away paper towels. **Mary** to ensure clear notices in the toilet to warn people not to do this.
- Down pipe on the flat has been fitted and extra guttering above rear door requested to avoid door getting wet and rotting
- New pie warmer installed and working.
- No further problems with the skylight, despite recent heavy rain. (Note: Adam cleaned these recently)

4. SHOP/CAFÉ MATTERS

- **Staff/ volunteer discounts:** Sheila has developed a bar code that could be provided on a laminated card and presented for scanning at the till with an individual's shopping. It can be customised to exclude certain items, such as tobacco and alcohol and would enable a record of the person's shopping and therefore the cost of the discount to the shop. Further modelling is still needed and **Sheila** will report back to the next meeting. It was suggested that we start with a 5% discount and monitor.

- **Café account:** Explanation was requested as to why the café has an account for shop items used. Mainly this is for milk and coffee beans as otherwise there is no way of tracking sale of these items since they are hidden within the price of a cup of coffee and would look like a loss for the shop.
- **Café staffing:** At a café team meeting, it was agreed that Sheila take on the rota, which she has done for October, successfully covering all shifts. Noted that when Lynne is away for weekends it is more difficult to cover and she has been asked to provide as much notice as possible. Pay is offered to volunteers who cover for her, in the same way as any staff cover would be paid in the shop, though not all volunteers accept it.
- **Marketing for refills:** Regular information is given in the parish magazine, newsletters and on the website. Staff could be encouraged to inform customers.
- **Recruitment for more volunteers:** All need to talk to anyone new moving into the village, especially if they come into the shop or if they are a neighbour. Suggest we mention this at the AGM.
- **Youth workers:** Noted that many of these have personally grown in confidence and benefited from the experience, as well as being very helpful to staff. This is good as it is part of what we want to do as a community enterprise.

5. FINANCIAL UPDATE

- **Monthly figures:** August was a reasonably good month, although staff costs were rather high. **Simon** is investigating why this should be. Could be linked with annual holiday payments, since some staff doing fewer hours opt for pay in lieu of time off and this is paid at the end of the year. The staff pay rise also began in July and there has been a small increase in the number of paid hours.
- **Balcony:** Cost of cleaning and oiling balcony rails is likely to be above the estimate of £500. **Simon** to manage.

6. AoB

- **Electricity:** Rise in price quoted by Octopus when our fixed tariff ends in November is steep, particularly the standing charge. Unit price shows a modest rise. Overall, it shows an expected rise of £175 in monthly average (representing a 24% rise). All felt this is rather too much. Simon suggested approaching a reselling company to shop around for best deal. He quoted Love Energy, used by a contact of his to get a better deal with Scottish Power. **John Evans** to investigate further (including contacting Octopus to see if they can improve their offer) and feed back to committee.
- **DoE update:** Di reported that, despite two attempts she has not been able to contact Emily, who we were expecting to continue for a year as part of her gold level, but who has not returned after the summer. **Cherry** will try to make contact. Rafi has dropped out because he was unable to complete the expedition, but he could re-start within a year if he wanted to.
- **Petrol costs:** Di suggested we should offer petrol costs to Julia because she does so much driving to pick up stock for the shop, Simon confirmed this has been done multiple times and she has always refused. We gave her a voucher for dinner out last year and will do the same again this year.

Next meeting: Monday 30th October, 6.00. **Agenda:** appointment of officers, welcome of new members (if any), feedback from AGM.