

**MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE**  
**30<sup>th</sup> OCTOBER 2023, 6.00 PM, IN THE CAFÉ**

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

**APOLOGIES:** Sheila Robertson, Karl Toth.

**1. APPOINTMENT OF OFFICERS**

- Cherry continues as Secretary, as the rules state
- Mary to continue as Chair (proposed by Bruce, seconded by Simon)
- Simon to continue as Treasurer (proposed by Mary, seconded by Cherry)
- No Vice Chair appointed, but agreed any one of us could cover as needed, perhaps on a rotational basis.

**2. MINUTES AND MATTERS ARISING**

- **Rent rise for flat:** Mary has spoken to the tenant about the planned rise, and he accepts this is reasonable. Cherry has drafted the formal letter.
- **Volunteer event update:** Over 40 people have accepted so far and there is still time for more before the deadline. Very few have declined.
- **Electricity contract:** Follow up with Octopus, quoting other cheaper options obtained through a broker, resulted in a substantially reduced offer, which now represents an increase from monthly average of £725 to £828, and critically there is no standing charge, so any reduction in consumption will be directly reflected in our bill. Previously we had agreed by email to continue with Octopus, as a reputable company that has so far given good service. New rate will begin on 6<sup>th</sup> November.

**3. AGM REVIEW**

The meeting went very smoothly, but attendance was low, partly because the weather was dreadful, and so many people cried off at the last minute and sent proxy votes instead. This meant we were able to achieve a quorum and go ahead with the meeting, but is not ideal. It was agreed we consider attaching the AGM to some other social event that would make it more attractive for people to attend, perhaps with drinks and snacks focusing on local produce.

**4. POLICIES AND PROCEDURES DOCUMENT**

Since there were no further suggestions for improvement, the updated version will be uploaded onto the website and a copy left in the shop office. **Cherry** to action.

**5. COMMUNITY GRANTS**

- Two applications were received. The working party recommended approval of one for £690 from the youth club and suggested an increase to £750 as numbers attending have increased significantly. Simon said he would provide the money in tranches of £250 each, with the requirement to see evidence of activities using the money before the next tranche. It was also felt that a greater range of activities and more girls attending were desirable.

- The working party recommended rejecting an application from Old Cleeve School as it did not fulfil the criteria for grants.
- The working party recommendations were accepted, proposed by Simon, seconded by Cherry.
- Di suggested that in future we limit offers to once a year. After discussion it was agreed that (1) next year's round would be around September, with a month's notice and additional publicity (eg in the newsletter) in advance of the formal invitation for applications (2) criteria and rules would be reviewed before this round (eg how many times an organisation can apply) (3) additional requests could be considered outside the annual cycle if deemed appropriate by the working party and committee.

## 6. MAINTENANCE ISSUES

Andrew reported that:

- The vent has now been fitted in the flat.
- There is some rendering that is blistering on the outside wall just above the stairs to the flat which could lead to further problems. Agreed this should just be monitored for the time being.
- Small trees are rubbing on the rear wall of the shop which he is willing to prune. Agreed he should go ahead and prune.
- Shrubs at the front of the shed need cutting back as they are across the drain grids (which need to be cleaned) and rubbing against the shed, with the potential for causing further problems. Similarly, shrubs backing onto the toilet need attention. Suggested Andrew talk with Jen and they work on this together. **Cherry** to feed back to Andrew on all counts.

## 6. SHOP/CAFÉ MATTERS

- **Staff/ volunteer discounts:** Sheila not available, so we will revisit at the next meeting.
- **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:** Personal contacts are the best approach.

## 7. FINANCIAL UPDATE

- **Monthly figures:** Slight loss in September, which also happened in previous years, for reasons that are not clear. Likely to be a combination of factors, eg older people, who are a major customer base, going away on holiday after schools go back, people spending on new school uniforms and equipment etc.

## 8. AoB

- **Website update:** This is now about complete. Everyone requested to check carefully and send any further comments/ suggestions to Cherry. Di suggesting putting the opening times for shop and café on the home page. Mary reminded that café has changed to winter times (closing at 2.00 pm Monday to Saturday). Simon said the address is not correct. Cherry said the information page needs some thought. Updating would be a big job, but is it really appropriate or should we remove it? **Cherry** to relay changes to John.
- **Newsletter:** Agreed to do for end of November, good opportunity to publicise any Christmas offers.
- **DoE update:** Still no contact from Emily. There is nothing more we can do now.

**Next meeting:** Wednesday 29<sup>th</sup> November, 6.00. **Agenda:** Discount for staff and volunteers