

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
24th APRIL 2024, 6.00 PM, IN THE CAFÉ

PRESENT: Mary Coles (Chair), Cherry Bird (Sec.), Di Binding, Sheila Robertson, Claire Sawatzki, Bruce Freeman.

APOLOGIES: Karl Toth

1. MINUTES AND MATTERS ARISING

- **Newsletter:** Sent out to CBS members in early April.
- **The flat:** It has been reinforced with Jon that he cannot park his van in the VH car park, as this would set a precedent for others who would also like this concession. He was informed of this before he viewed the flat. Gth are handling the process for retaining and returning the deposit of the previous tenant. They will inform us of the outcome. If there is no further information by the end of next week **Mary** will follow up. Di has researched recommended practices for renting property, one of which is that we should take up two references, including a rental history. We will not make any changes to current arrangements with Jon. **Cherry** to send original email reference to Di [*Done*].
- **Agreement for Saturday youth:** Cherry has sent a formal letter to the current youth worker who has reached age 18, informing him that his agreement with the shop will terminate at end of August. She has also drafted a new agreement for any future youth workers that includes the information that their agreement will be terminated when they reach age 18.

2. FINANCIAL UPDATE

- **P&L:** Email from Simon with the profit and loss statement for March and for the ¾ current year to date:
For the year to date:
Gross Profit is reasonable and currently on plan – in line with last year plus 10% inflation
Net Profit is very significantly reduced:
Plan: Last year (£9,551) * 10% inflation = £10,506 v Actual this year £686. A fall of £9,850.
By using this approach account is taken of 10% increase on overhead costs. Some went up by more, others by less, some have reduced.
Why?
Maintenance items are £8,166 higher. To be expected but this year is perhaps exceptional.
Wages have Increased over last year by £2,075 after moving out Accountancy & Bookkeeping Hazel costs for doing newspapers, and taking account of 9% pay increase.

Without the above pay rise, wages cost increase and the maintenance costs, profit would be on plan, £8,166 + £2,075 + £686 = £10,927.

Alternatively, wages for equivalent period 2021/ 22 were £39,769. Add 10% pay rise (£10 per head to £11) and the next year 9% (£11 per head to £12) the comparable cost to this year would be £47,683. Taking account Hazel newspapers, wages cost this year is £55,501, £7,818 above pay rises.

- **Update on actions agreed:** The actions outlined at the 8th April special meeting have been taken forward as agreed, mainly this meant explaining to staff at the last staff meeting. They accepted the measures, including the fact that we cannot offer a pay rise this year.
Completion of new timesheets, though still a little ragged, has begun. Small alternations have been made and Steve is converting them to Excel, for ease of monthly printout. Agreed **Cherry and Sheila** will monitor for the

next couple of months in the expectation that information will be entered more clearly and correctly as people get used to the system.

Steve and Sheila will continue reviewing data entry and VAT information as it has become clear that mistakes are costing the shop money. Staff were briefed about how to avoid mistakes and this is noted in the staff meeting minutes. There is scope for “tidying up” the system as many items are set up that we never stock.

Payroll: Sheila has spoken with John Allen and has a clearer understanding of how this works. Annual cost of running the system is around £700. Currently payment amounts are sent back to Hazel for implementation, which is an extra transaction and risks error. It was recommended that payments are made directly from payroll without going back to Hazel. **Sheila** to discuss with John and Hazel. It was also suggested that all staff be strongly encouraged to accept monthly payment. Currently two are paid weekly and this costs the shop more because there is a charge for each transaction. **Cherry** to follow up with the two staff members [*done*].

Newspaper admin: Cherry has initiated discussions with a possible volunteer to take this on and agreed she will talk with Alison about the tasks. **Cherry** to follow up next week.

- **Replacement treasurer:** Request for replacement went out in the newsletter, there has been one lead. Di also has some suggestions that she will follow up. **Cherry** will ask Simon to provide a brief job description as a simple way to show people what is entailed. In particular we require someone with business understanding and the ability to analyse, rather than just process accounts [*done*].

3. SHOP/CAFÉ MATTERS

- **Food hygiene certificates:** Reply received from Plunkett, who recommend the company on www.foodsafetyatwork.co.uk which is the one Mary had previously identified as the best option. Claire noted that she has use the Safer Food Group for years, which is free. **Claire** to forward information [*done*] so that Mary can follow up to see if we would be eligible to use it. All agreed that Lynne and the café baristas should all do the training. During discussion, Plunkett offered time from a professional adviser to help us look at our business practices and see where we might improve our profitability. **Cherry** to follow up on what this would entail, whether other local shops have accessed this and how useful they found it [*done*].
- **Staff discount cards:** Sheila reported a steady increase in use of the facility and is looking at options for extending to a new department. Confectionary is high value and therefore an option, but perhaps not the right health message. Refills were agreed as a good option, in keeping with our ethos of encouraging people to reduce single use plastics. **Sheila** to follow up.
- **Café staffing:** New summer menu items in place and customer footfall increasing with better weather. Claire raised the point that Lynne needs to be more involved with the rota in order to manage the team effectively. **Sheila** agreed to work with Lynne to help her take this on using the system Sheila has developed.

4. AoB

- No further changes in responsibilities, but we will continue reviewing to allocate tasks as needed. **Bruce** to help Sheila reviewing REPOS “snapshots” she has been taking.

Next meeting: Wednesday 22nd May 2024, 6.00 pm.