

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE

22nd MAY 2024, 6.00 PM, IN THE CAFÉ

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

APOLOGIES: Karl Toth, Claire Sawatzki

ALSO ATTENDING: Beverley Emmett

1. TIMESHEETS SPREADSHEET

Bev has entered data from staff timesheets onto a spreadsheet for the whole financial year 2022/23 and 2023/24 up to end of April, from which we can see a breakdown of wages paid out, holidays, sick pay and cover, casual etc. Headline observations from comparison between the two years was an increase of **£7,011** paid out. Of this £5,031 was due to the pay rise. Of the remaining £1,980, £1,071 was casual wages and £581 sick pay. The casual wage increase was due to a special payment agreed for café cover, which will not be repeated. Also noted was an additional 180 hours worked and paid. Why? More people attended and were paid for staff meetings, more sick cover needed, more casual hours (café). Need to investigate this more carefully. Overall conclusion was that we are capturing the right information on timesheets and processing correctly. No obvious inaccuracies were detected.

Actions recommended were:

- Bev to continue entering data each month, will arrange with Hazel to see the timesheets. Cherry to continue scanning the timesheets as a record
- Keep a monthly tally of holiday taken and show this on the payslips (Hazel and John)
- Check budgets are realistic and include more detail on likely monthly variations (Treasurer)
- Introduce a hot button on the till for payment of casual wages (Sheila)
- Would be helpful to separate costs for café and shop (Treasurer)
- Identify busy times in shop and review volunteer support times accordingly (staff meeting)
- Consider reducing Saturday youth hours to 4 per week (staff meeting)

2. MINUTES AND MATTERS ARISING

- **Previous deposit for the flat:** No further information from gth, **Mary** to follow up.
- **Plunkett support:** We are entitled to free advice from a professional adviser to look at our business practices. Cherry checked with other community enterprises in Somerset, who said they had found it somewhat useful. Agreed we will leave this for now and revisit when we have a clearer picture of our needs. It was also suggested we might review the value of belonging to Plunkett when time comes for renewal of our membership. Note that information was forwarded to all about the *Plunkett national community business conference* to be held in October in London, in case anyone is interested in going. Tickets @ £75 for members or £50 if booked early.
- **Newspaper admin:** Hazel has been informed that from end of May she will no longer have this responsibility, and therefore will have an hour less on her contract. Ali will take over and will work with other shop staff to integrate this with their work. **Cherry** to adjust Hazel's contract.

3. FINANCIAL UPDATE

- **P&L:** Email from Simon with the profit and loss statement for April shows a significant loss (-19%) which further increases the year to date loss (now standing at -8%). This can be partly accounted for by large stock purchases and perceived lower trading, presumably due to cost of living impact on people's budgets. It was also suggested

that late settling of customer accounts could skew figures. **Cherry** to ask Sharne to inform us about any accounts outstanding after end of month [*Done, Sharne will send, but says amounts are very small*]. **Cherry** to ask other shops if they are noticing a drop in trading [*done*].

- **Update on actions agreed:**

- *Discussion with Hazel:* Confirmed reduction of 1 hour for newspapers but she can claim ½ hour for staff meetings. No overtime to be paid to any staff. She is able to manage monthly payslip for weekly paid staff
- *Payroll:* Sheila confirmed from her discussion with John that each payslip costs £3 to produce (whether electronic or paper), so we could save up to £700 by producing monthly payslips for weekly paid staff and casual workers. **Sheila** to discuss further with John and Hazel if this is realistic.
- *Repos review:* Hellen has removed around 3,000 items that we do not stock from the system. However, they are still appearing. **Mary** to talk to Hellen. **Sheila** to follow up with Repos. **Sheila** also to look at whether we can increase the price on low value items as profit margins are much lower this year.
- *VAT entries:* a few errors may still be creeping in, but this was discussed at the staff meeting to ensure everyone understands what to do.

- **Replacement Treasurer:** No indications of a suitable person yet. Suggested putting something out on the Roadwater Together Facebook page. Simon has sent a few bullet points describing the role. **Cherry** to liaise with Steve.

4. SHOP/CAFÉ MATTERS

- **Food hygiene certificates:** The company (Food Safety at Work) identified by **Mary** seems the best bet, so she will go ahead with arrangements.
- **Staff discount cards:** In view of the current financial situation, agreed to shelve any further extension for now, but to keep the café products arrangement. **Cherry** to draft wording to send to volunteers and staff explaining this. Cost is only about £12 per month and people like it, even sometimes buy more as a result. Loyalty cards still very popular and well used.
- **Café staffing:** Sheila has worked with Lynne to ensure barista cover as needed for every session. No-one is asking to be paid for cover when Lynne is absent. Several potential new volunteers are in the pipeline.

5. AoB

- **DoE:** Report submitted to the school for Alexis (bronze). New girl has now started at bronze level.
- **Lottery:** Still a few teething problems with Allwyn. Simon is helping Steve to manage.
- **Evri:** Have agreed we will be a collection point from June.

Next meeting: Wednesday 26th June 2024, 6.00 pm.