

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
26th JUNE 2024, 6.00 PM, IN THE CAFÉ

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

APOLOGIES: Karl Toth, Bruce Freeman

1. MINUTES AND MATTERS ARISING

- **Previous deposit for the flat:** Mary is in contact with Mark and negotiating for us to retain £500.
- **Plunkett support available:** Agreed to wait until after the end of financial year and then think carefully about what we need in order to get the best value. Could ask them to look at trading issues and HR practices. It seems many community enterprises are currently struggling, limited number of responses from other shops indicates Plunkett input helpful but not profoundly so.
- **Newspaper admin:** Alison is now managing this on a voluntary basis.
- **Food hygiene certificates:** Mary has in hand – Lynne and Claire have done. Alison and Linda about to. Details are in the office folder.
- **Discount cards:** Note sent to volunteers saying no further extension for now. **Cherry** to forward to staff.
[Done]

2. FINANCIAL UPDATE

- **P&L:** Email from Simon with the profit and loss statement for April shows another loss and it looks as though there will be a loss for the year as a whole. For next year, budget will need to include holiday entitlement.
- **Actions update:** Sheila noted errors in data set up on the till system, particularly on VAT rating, which is causing losses for the shop. She is working with Julia to ensure greater accuracy and put some prices up. **Cherry/ Mary** to reinforce message about importance of VAT rating at staff meeting.
- **Payroll:** Suggested we may need to review staffing hours (and therefore shop opening hours). However, reducing hours may lose us goodwill and customers so not to be undertaken lightly. Sheila is producing a spreadsheet for timesheets. She recommends changing weekly paid staff to monthly pay from April 2025. This should give the individuals concerned time to adjust.
- **Book-keeping:** Sharne is handling all the day to day book-keeping work and looking at more efficient (time-saving) systems, which means that ultimately we will not pay as many hours. She will work with us to establish hours needed. She thinks it better to employ an additional book-keeper, at least to process timesheets and as back-up. **Cherry and Di** to follow up with possible candidates.
- **Bank processes for NatWest** online access and debit cards are in process (**Mary**)
- **Nationwide account:** Process is in hand to add Sharne as a signatory and remove Hazel. (**Cherry**)
- **Insurance:** Thanks to Sheila for sorting this out, all agreed by email with her assessment that we stay with Aviva, have informed them about the café and increased the value of stock covered.
- **Phone line:** Agreed that we follow Steve's advice and opt for the cheapest package converting to digital, which will reduce the cost for over £54 per month to £32. Need to remember that there is no back-up power for the phone mast, so if power goes down we would be without phone contact in addition to tills being out of action. **Cherry** to follow up with Steve.
- **Replacement Treasurer:** Still no indications of a suitable person. Notice placed in shop and on website and social media pages. **Sheila and Di** will follow up with possible contacts.

3. SHOP/CAFÉ MATTERS

- **Cleaning:** Staff do not feel additional cleaning hours are needed and are allocating some jobs to Saturday youth workers.
- **Organic produce:** Higher Barn Farm now have excess produce to sell. **Mary** is liaising with them about arrangements.

4. Appeal

H. has submitted an appeal, not that she wishes to be reinstated, but to (1) ensure her version of events is recorded, (2) see the CCTV footage, (3) be assured Steve is also reprimanded for his language, (4) set up a mediated meeting with Steve. Agreed that **Cherry** will respond informing her that (1) a full record of statements by both parties and witnesses is on file (2) She can contact Claire to arrange to see the CCTV (3) Steve has already been reprimanded about his language but (4) He is not willing to meet with her and that is his right, since his complaint was upheld.

AoB

- **Grants:** £390 paid to youth club for Minehead Eye membership and additional equipment.
- **SCC decarbonising project:** Cherry attended a meeting to launch this project, which will provide grants to improve buildings and advice on doing an energy audit on your building. **Cherry** to forward information to all about future online workshops and links for useful advice.
- **Old Cleeve summer fair:** Cherry informed the school that £50 of vouchers (in £10 lots) will be provided and ready for collection. **Mary** to arrange. Also agreed to provide the same for Roadwater fete and Luxborough fete
- Sheila requested that all committee members ensure they respond to email requests for decisions and feedback.

Next meeting: Wednesday 31st July 2024, 6.00 pm in the village hall.