

**MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE**  
**31<sup>st</sup> JULY 2024, 6.00 PM, IN THE VILLAGE HALL**

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

**APOLOGIES:** Karl Toth,

**1. MINUTES AND MATTERS ARISING**

- **Previous deposit for the flat:** Mary has continued to encourage Mark to inform gth that he agrees to our retaining £500 (he has informed Mary via WhatsApp). Since Mark is not always clear in his communications, it was agreed that **Mary** will ask his brother Simon to obtain his signature on a written statement.
- **BT agreement:** As previously agreed, Steve has set up a revised agreement for digital phone signal, which will be cheaper than continuing with the present arrangement. He is now the contact person but recommends a committee member is also included. **Claire** agreed to be that contact and will discuss with Steve. **Cherry** to send Claire details of the new agreement [*done*].

**2. SHOP/CAFÉ MATTERS**

- **Update on identification of new treasurer:** A potentially suitable person has spoken to Mary and been given outline details of the role. Agreed we will invite him to attend part of our next committee meeting as a guest, possibly at the beginning of the meeting. **Mary** to make contact.
- **Book-keeping arrangements:** Cherry has spoken with a potential candidate about taking the role of second book-keeper, essentially with the same duties as Hazel, but with fewer hours, possibly 5 per week instead of 7, reflecting the use of more time saving technology. This could be reviewed after a trial period. She would do the work on a flexible basis, using shop office facilities rather than working at home. Cherry to meet with Sharne to discuss how this will blend in with her work, following which a 3-way meeting would be arranged. It was hoped a trial could be initiated before Sharne goes away in mid-August.
- **Replacement of store room chiller:** Andrew reported a malfunction of the chiller, possibly the condenser, which will cost £250 to £300 to repair. He asked if we would prefer to replace it with a new and more efficient model, which he recommends. He has identified two models from K.J.R @ £625 + VAT for solid door model; £525 + VAT for glass door. Solid door would be more energy efficient but glass door more convenient. All agreed in principle that replacement was sensible. Cherry to discuss with staff whether glass or solid door best [*done, they prefer glass door*] and ask Andrew for the energy ratings [*done*].
- **Organic produce:** Higher Barn Farm are delivering excellent fresh organic produce each morning, which is selling very well. They have also provided a display rack. Prices now written up and hot key set up on till to ensure correct prices are charged. Staff to ensure volunteers know the system (**Mary**). Now need to publicise on social media platforms and website (**Cherry**).
- **Payroll:** Sheila reported that from this month payslips will be emailed from the payroll address, copied to her. Everyone will get monthly payslips, including weekly paid staff. Aim is to pay all staff monthly by April 2025. Noted that some of the timesheets are incorrectly completed – to be raised at staff meeting [*done*].
- **Opening hours:** Sheila reported that a quick review of customer footfall 6.00 to 6.30 showed takings are good enough to justify the cost of staying open to 6.30, especially as it generates a lot of goodwill.
- **Staff hours:** Agreed that now there are so few deliveries the hour for managing this allocated to Lynne should be removed (**Cherry** to speak to Lynne). Also clarification from staff was requested about the reason

for the extra 15 minutes on Fri/Sat/Sun morning startup. [*Done, this is to give time to put newspapers through the till, which takes more time at the weekend because there are more newspapers*]

### 3. FINANCIAL MATTERS

- **P&L:** Email from Simon with the profit and loss statement for June shows small profit, but looks as though there will be a loss for the year as a whole. Sheila questioned why depreciation is much less this year and will follow up with Simon. Sheila also commented that wages payments are more consistent and better controlled since new measures introduced.
- **Update on bank processes:** Almost ready, but not quite completed for Sharne to make payments, so Simon has agreed to do for this month. ID verification needed for Sharne by Nationwide. **Bruce** to ask a suitable person at Singer.
- **Settling of customer accounts:** Sheila recommended being more vigilant in asking customers to settle accounts before end of month. Noted that staff already do this and Sharne follows up on those that are significantly outstanding. Also noted that with elderly customers this can be difficult, especially if someone else is managing the account. Most are settled within a few days of end of month.

#### AoB

- **Newsletter:** Agreed to prepare the next edition ready to go out in early September (**Cherry**) – include information about the organic produce and
- **AGM:** Tentative date Wednesday 16<sup>th</sup> October, 7.00. **Mary** to book the hall. Discussed how we present the financial statement. Agreed we will ask Simon to prepare and one of us will read it out. Ask John Allen to be on hand to answer any detailed questions.
- **Communications:** Bruce asked about current practice for replying to emails to committee. Agreed that Cherry will “reply all” acknowledging receipt and committing to full response by a given time, or giving immediate response if it is simple. When Cherry is away she will nominate someone else to do.

#### Next meetings:

1. **Monday 19<sup>th</sup> August 2024, 6.00 pm** in the village hall Special meeting to discuss strategies for improving financial viability (See notes from Seb). Meet potential new treasurer?
2. **Monday 9<sup>th</sup> September 2024, 6.00 pm.** Regular meeting to plan AGM