

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
6th JUNE 2025, 6.00 PM, IN THE CAFÉ

PRESENT: Bruce Freeman (Chair), Cherry Bird (Sec.), Mary Coles (VC), Tony White (Treas.), Sheila Robertson, Di Binding, Claire Sawatzki, Karl Toth.

1. MINUTES AND MATTERS ARISING

- **Nationwide account:** Still not complete as Tony's proof of ID is currently not available.
- **Timesheet changes:** Claire knows nothing about these. Tony had asked Debbie not to make any changes. Tony to follow up with Debbie.
- **Repos upgrade:** Sheila followed up with Repos and the implications for us are minimal. However, Repos acknowledged the release note was inadequate and have promised to improve this for the future. Discussed the desirability of upgrading our system to a more suitable model with cloud-based storage and a more up to date version of Excel. However, this would be a very large and complex project. **Agreed we should revisit after the AGM to assess options.**

2. FINANCIAL MATTERS *(Tony's report with further details is available separately)*

- **PO compensation:** No further information received. Our MP has agreed to take the matter to the Minister responsible.
- **Stock records:** Eight control reports produced and are being worked through to improve data quality. User guide on reporting system written for Sarah and circulated to committee for review.
- **Margin management:** No further progress, but will be pursued in the next few weeks.
- **Monthly P&L:** In profit again for April and May, but noticeably dominated by PO and flat rental incomes. Still need to be conservative in forecasting.
- **Margins:** Under further review and results will be available in the next month. So far most are about right, only a few very high or low. RRP is a constraint. Could we consider reducing stocking of items with RRP?
- **Budget for next year:** Initial budget statement to be available for next committee meeting, based on assumed 4% inflation and growth target of 2% for the business. Need to consider how to achieve this – consider options for expansion of services? Could the lack of a shop in Carhampton be an opportunity?

Tony also commented that we need to review our ways of working to reduce the number of emails about small decisions that should be achieved more efficiently. Reminder that **everyone** should send a few bullet points describing their roles to Cherry for compilation and agreement.

3. SHOP/ CAFÉ MATTERS

- **Café kitchen:** Lynne demonstrated and explained the changes she is proposing to improve safety and convenience, in line with two proposals she previously sent. Her preference is for the cheaper option. The addition of a stainless steel worktop and new sink unit that fits the new arrangement was also suggested. Lynne to get prices for both items and submit to committee for final approval. Steve be asked to carry out a risk assessment before the work is carried out. Café would only need to close for a Sunday and Monday. The proposal, including additions, was unanimously approved, with the provisor that there be no further requests for changes. **Cherry** to communicate this decision to Lynne in writing. *[Done]*
- **Critical incident preparedness:** All completed and Steve has agreed to be responsible for management of any incidents.

- **Café manager pay:** Sheila suggested that the title of Manager should carry an increased pay rate reflecting the increased level of responsibility. It was noted that there could also be a need for review within the shop staff. Increase could be achieved through extra hours claimed or increased pay rate. Agreed that **Claire** should review the extra work involved in the café management and also certain roles within the shop, as part of her round of appraisals. She will bring a set of proposals for discussion at the next meeting.
- **Staff appraisals:** In process.
- **Adjustment to planter:** Garden team have made it clear they are not happy with the proposed reduction in size of planter. Karl has discussed with the Highways authorities, who say no planning permission is required, only a licence (costing ~£260) allowing the work to be carried out as the planter abuts the highway. A vote was taken as to whether the change should go ahead. Carried 4:3 with one abstention. **Karl** to provide a clear diagram with measurements and costs and to circulate the correspondence with Highways before going ahead.

4. MARKETING

- Notes from the recent working group meeting were circulated.
- 10% price reduction in café over half term deemed a success as £830 was taken, a substantial increase on previous years. The cost of discounts was £71.
- Now planning a special offer BBQ pack for July and August with Kendall meat. Also considering a “back to school” offer.
- Have registered for Somerset Food Trail (18-28 July) as a useful promotion requiring minimal extra work, simply need to focus on local products such as jam and cream. Need to provide more information for the publicity.
- Customers are asking for re-useable cups. **Sheila** to investigate options.
- Brazier coffee experience evening planned for 5th September.
- **10th anniversary:** Plans in hand (Mary leading). Sheila has discussed with Jen’s Pantry provision of light snacks. Agreed on total budget of £300. **Sheila** to follow up. Pimm’s and soft drinks to be available, one glass each free. Will set up a 10-year photo display and invite suppliers to attend. Will find someone to provide light background music. Specify timing 3.00 pm to 5.00 pm on Sunday 6th July.

5. Preparation for AGM

To be discussed at next meeting.

6. AoB

- Requests for Voucher prizes at summer events received from Old Cleeve school, Roadwater and Luxborough fetes. Agreed on £50 worth of £10 vouchers for each. **Mary** to implement.
- Electrical problems in the flat now fixed but appears to be the result of rodent damage. **Di** to investigate further to agree on whether further action needed, including for the shop.

Next meeting: Monday 21st July. Main topics for discussion: AGM preparations including budget, margin management, description of committee member roles, pay review for staff management roles.