MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
21 JULY 2025, 6.00 PM, IN THE CAFÉ

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

1. **MINUTES AND MATTERS ARISING**

- **Timesheet changes:** As Tony was not present this will be discussed at the next meeting. **Tony** to send copy of current timesheets to all in advance.
- **Tenth anniversary**: All went very well, estimated about 70 people attended, Jennifer Duke (deputy Lord Lieutenant) made an excellent and supportive speech. Articles submitted to WSFP and Exmoor magazine.
- **Vouchers for summer events:** Given as agreed to Roadwater fete, Luxborough fete, Old Cleeve school summer fair @ £50 each.

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

- **PO compensation**: No further information received from MP or PO. **Tony** to follow up.
- **Annual accounts:** Ready for auditing by John Allen and should be available towards the end of August for publication.
- **Nationwide: Tony** to go to Nationwide Taunton on Friday to verify ID so process for becoming a signatory can be completed.
- **Budget**: In progress for next year. Need to work on basis of inflation rate of 3.2%. First draft will be available in about 10 days. **Tony** to present at next meeting.
- **Monthly accounts**: Small loss in June. Discussion of whole year situation needed, but postponed until next meeting to allow Tony to contribute. Questions regarding the accounts to be sent to Cherry to collate and send to Tony ahead of the next meeting.

3. **Preparation for AGM**

Timeframe agreed as follows:

- Meeting date: 15 October at 7.00 pm. Hall booked by Mary
- Notice: to be sent by 24 September (3 weeks in advance) including agenda, annual report, accounts and committee nomination information.
- Nominations: To be submitted in writing by 8 October.
- Questions: To be submitted in writing by 8 October.

4. **THE FLAT**

i. Tenant has paid for electrical damage caused by his cat.
ii. New thermostat fitted for shower. The work caused water to be cut off in the café. Also gave notice the flat water supply would be cut off during recent café refit, but in fact this did not happen. Communication about such matters needs to be clear. Recommended by plumber that a stopcock should be fitted in the flat so that in case of flooding/ leaks etc the water can easily be switched off without interfering with shop/ café. Cost likely to be £100 to £150. Agreed **Di** to take this forward and arrange fitting.

iii. Steve suggested rewiring needed as there are too many spurs. Manchip say this is not an immediate risk but suggested it could be done when current tenant leaves. Estimated cost either £1,000 to £2,000 using surface trunking or £3,000 to £4,000 chasing in wiring. The electrical certificate still has 3 years to run, so it is legally safe. Agreed to review when tenant leaves. **Di** to ensure tenant has a copy of the certificate.

Next inspection in October. Di expressed some concern about the carpet, which is rather worn. Agreed we should not raise this at present, but monitor, as tenant has a pet.

5. **SHOP/ CAFÉ MATTERS**

- **Café kitchen:** Almost completed, just a few items to tidy up, such as sealing. All looks much improved. **Cherry** to communicate compliments to Lynne in writing. [*Done*]
- **Café manager pay:** Since Lynne's appraisal has already been completed, **Claire** to do a separate review of additional work Lynne has to do as café manager and recommend whether she should be allocated extra paid hours for this, or whether the additional tasks can be completed within her normal shift hours.
- **Staff appraisals:** In process, so far 3 completed.
- **Adjustment to planter:** Karl outlined his discussion of plans with Adam, who is quoting about £100 for the work. A decision is needed about how to cover the newly exposed ground (paving, concrete or tarmac) and Karl suggested repainting the parking bays at an angle to improve access. There were also further questions about the balance of the sign ref the planter (it would no longer be central). Although the cost is not large, it was felt that spending money on something of marginal benefit was not wise in our financial situation. Consideration of these additional factors culminated in a decision to review the vote about whether to go ahead with this work. This time, of those present, 4 voted against and 2 in favour, with one abstention. The work is therefore shelved for now. **Karl** to inform Adam.

6. **Points from the Chair on working practices**

- **Communications:** Committee members to try to minimise the number of emails sent – eg, wait until all required information is available and keep wording brief and clear. Always remain polite and professional.
- **Process**: Any work or change required in the café or shop to follow due process, which means the staff concerned (a) can ask for help or advice as they see fit, but this should not be offered if not requested (b) are responsible for gathering all information including finance (c) must submit a properly costed and reasoned proposal to the committee (d) committee's decision is final and should be accepted with good grace.

7. **MARKETING**

- Meeting planned for next week.
- Coffee evening tickets have sold enough for a profit.
- Complaint sent to WSFP for their error in the title of the piece about the anniversary celebration. Article also submitted for next Exmoor magazine edition.

8. AoB

- **Site management:** Andrew is heavily committed at present and it would be helpful to have a back-up as he is not always available when needed. Cherry has asked for his suggestion, but nothing received to date. **Di** will be meeting him about the flat and will raise the matter again.

- **Floor:** Noted that the floor throughout the shop and café is very dirty, especially around units and shelves. **Mary** to approach Steve Partington for advice.
- **Paid café staff:** Confirmed Alex has been taken on for 9 hours per week for 3 months and has received training. Agreed to review staffing needs at the end of this period.

Next meeting: Monday 18 August. Financial matters related to budget and whole year accounts.