MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
18 AUGUST 2025, 6.00 PM, IN THE VILLAGE HALL

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

1. **MINUTES AND MATTERS ARISING**

- **Timesheet changes:** No change has been made to the timesheets, only to the report Steve generates.
- **Site management backup for Andrew:** Di raised this with Andrew and he suggested Paul Richards. **Cherry** to follow up with Andrew and send Andrew's agreement to committee for review. Any suggested changes to be discussed with Andrew. Final version to be sent to both Paul and Andrew.
- **The flat:** Stopcock to be fitted on 19 Sept to separate control of water supply from the shop/ cafe.
- **Planter:** Cherry informed the garden team we will not be making any changes to the planter in the immediate future. This was acknowledged and appreciated, noting that clearer communications could prevent future misunderstandings. Agreed that in future any discussions affecting the gardens should be communicated formally by email to ensure clarity. Karl has informed Adam.
- **Deep clean for shop:** No further information available – to be discussed at the next staff meeting **(Mary and Cherry**). May need to consider redecorating as it is now 5 years since renovation. Suggest aim for deep clean soon, redecoration early spring followed by deep clean. Thereafter deep clean every 6 months.

2. **FINANCIAL MATTERS (***relevant accounts available separately*)

- **PO compensation**: No further information received from MP or PO. **Tony** to take action to escalate through a formal letter requiring the PO to appear in court to explain. A lawyer contact of Sheila to review the letter for legal implications before it is sent. Letter already sent to MP noting plans for escalation.
- **Monthly P&L**: Loss of £700 for July, following losses in June and April. Overall, still in profit for the year due to good months earlier. Tony to discuss with Julia likely causes and possibilities for increasing profit margins on some items as some are very low, particularly those with fixed price from the supplier.
- **Annual accounts:** Agreed to discuss these in detail at the next meeting, as preparation for AGM. Everyone to read and prepare questions.
- **Budget**: Not discussed but **Tony** to present for next meeting.
- **Nationwide:** Tony has completed his ID process and taken to Nationwide Taunton. Still awaiting confirmation from Business Accounts HQ. Meanwhile Cherry responded to further requests from another department within HQ for information about previous committee members.

3. **Preparation for AGM**

- **Timeframe** as previously agreed
- **Nominations: Cherry** to check which current Committee members are due for re-election and inform.
- **Annual report:** Cherry outlined a suggested structure, which differs from last year and should be more accessible. Cherry will request information from committee members as needed.

4. **SHOP/ CAFÉ MATTERS**

- **Café kitchen upgrade:** Almost completed, only small details remain for splash back and worktop around coffee machine. All staff and volunteers happy with new layout.
- **Café dishwasher:** Now repaired and working. Agreed in future Lynne should email committee if there is a problem/ breakdown giving proposed action and costs. Suggested we should consider asking KJR to undertake all maintenance, even on items not purchased from them, since they proved prompt and helpful in this case and speed is important because of likely loss of revenue. **Cherry** to ask Andrew to speak to them about this option and to ask if we have an existing contract with KJR and if so to forward it to us [*done*].
- **Café staffing:** Lynne has requested additional paid staffing for the café on a longer-term basis when Alex's short-term contract ends at the end of September. Given the difficulty of recruiting volunteers, this is the only way to keep the café open for the number of hours now operating. The ideal would be to extend Alex's contract, since she has been fully trained and has proved capable. A vote was taken on (a) extending the 9-hour contract [unanimously agreed] and (b) extending for 6 months [majority 4:3 agreed]. Conditions are that leave of paid staff should be managed so that additional paid cover is not needed, in the same way as for shop staffing. **Cherry** to send a list of Lynne's duties to committee, with the plan of using this as a basis for developing a 6-month contract for Alex. **Claire** to inform Lynne that committee has approved offering Alex a further 6 months contract at 9 hours per week with 28 days' notice either side. **Claire** and Lynne to discuss with Alex.
- **Barista training:** Braziers are willing to provide specific barista training, which Karl recommended we accept in the interests of providing a consistent standard. **Claire** to discuss with Lynne. **Tony** to discuss raising café prices with Lynne.
- **Lottery:** New till sent by company a week ago, which caused concerns for some volunteers. Staff have now explained but it seems communications with volunteers needs to be improved.

5. **MARKETING**

- **Notes from recent meeting**: Circulated separately – 7 tickets sold for coffee evening, which will ensure profit. Gin tasting a possibility for November.
- **Social media:** Karl sent a proposal for discussing a contract with a social media company to improve our social media profile and thus increase sales. Agreed **Karl** will invite a contact from the company to the next marketing meeting for discussion. To then be further discussed at the next committee meeting. Also agreed to make social a topic for the next Somerset community shops meeting (likely in September) and to invite Plunkett to provide advice.

8. AoB

- **Newsletter:** Sent to members earlier in August.
- Volunteer pack: May need updating and should be sent to all volunteers, especially when they first join. Some of the newer volunteers say they have not received it. **Di and Mary** to review and make any changes needed

Next meeting: Wednesday 17 September. Financial matters related to budget and whole year accounts; social media planning.