

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
17 SEPTEMBER 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

APOLOGIES: Karl Toth, Sheila Robertson.

1. MINUTES AND MATTERS ARISING

- **Splashbacks in kitchen:** Not yet completed as installer has not responded to requests. This needs to be addressed as it is currently unsafe and non-compliant with H&S. Lynne therefore asked Andrew to do the job and he agreed to measure up. Says he will use acrylic estimated cost £50 to £100. Original installer has not yet been paid for the job. Agreed **Claire** will ask Lynne to contact installer again, with a deadline of a week to do. If he is not able to do then we go back to Andrew. **Cherry** to inform Andrew [*done*].
- **Deep clean for shop floor etc:** Mary has spoken to Steve Partington, who agreed to give a quote for the floor. Staff team are willing to do the shelves for lump sum payment, which would be cheaper than a commercial company.
- **Coffee evening:** This was very successful and informative. Profit of £75 made and may repeat it.
- **Social media planning:** Feedback after next meeting, when Sheila and Karl are available. Note that Steve has ordered personalised leaflets now available from the PO, which we can distribute as publicity for our PO services. These are also accessible on social media platforms.

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

- **PO compensation:** Some progress as MP office finally escalated and PO have sent a new offer.
- **Monthly P&L:** Overall profit. Note that PO and flat are the main reason for this as shop and café are not in profit (especially café). Depreciation and wages are the main limiting factors.
- **Nationwide:** Further information about committee members provided on request from the review section. Tony still not accepted as a signatory because of the blockage from the review. This is becoming a major nuisance as Simon is still regarded as the main contact. **Tony** to speak to Simon about what we might do.
- **Annual accounts and budget:** Targeting same growth as this year, but expected inflation rate is likely to be a constraint. Suppliers are also likely to further control fixed prices, which will limit our price margins.

3. SHOP/CAFÉ MATTERS

- **Café staffing:** Contract drafted for Alex's 6-month extension, starting from 1st October.
- **Barista training:** No progress.
- **Café prices:** Increased by Lynne as needed, we are still cheaper than most.
- **Site management role:** Cherry spoke with Andrew and agreed that any staff member can report breakdowns or maintenance needs directly to him and he will then take action as necessary, either carrying out the repairs or bringing in an external company or contacting KJR as the maintenance and repair contract holder for equipment. Andrew thinks he will be able to include all equipment on this contract, even that not supplied by KJR. Staff should not contact any companies directly without informing Andrew. Also contacted Paul Richards about providing back-up in case of Andrew's absence. Paul currently away but

Cherry, Paul and Andrew will meet after his return. Mary has set up a maintenance record sheet where maintenance repairs and breakdowns can be logged with date reported and date completed.

4. PREPARATION FOR AGM

Annual report almost complete. **Tony** to send finance contribution to Cherry by Friday. **Cherry** to send all to Mary by the weekend so that Mary can send out 4 items: (1) Notice with agenda (2) Nominations information and form (to be returned by 8th October) (3) Annual report (4) Accounts. Any questions from members to be sent in writing by 8th October

Claire has decided not to stand again and Tony will continue as co-opted member and treasurer, which means there are two potential vacancies.

8. AoB

- **Somerset shops meeting:** scheduled for 2nd October in Brent Knowle. Plunkett representative agreed to come. Expect to discuss marketing and social media. Could include profitability.
- **Update on flat:** Stopcock to be fitted on Friday. External stairs have become slippery after rain and need treatment to be safe. **Di** spoke to Andrew and he will deal with it.

Next meeting: Monday 20th October. Review of AGM.