

**MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE**  
**19<sup>th</sup> MARCH 2026, 6.00 PM, IN THE VILLAGE HALL**

**PRESENT:** Cherry Bird (Sec.), Mary Coles (VC), Di Binding, Sheila Robertson, Helen Eggar.

**APOLOGIES:** Karl Toth, Bruce Freeman, Tony White.

**1. MINUTES AND MATTERS ARISING**

- **Newspapers:** Confirmed with Alison that Steve also knows the system for Smiths ordering, so can cover for Alison if needed. Sheila volunteered to also learn so that she can cover. **Sheila** to talk with Alison.
- **Café staffing:** Meeting with Claire, Lynne and Alex agreed Alex to learn all Lynne's responsibilities so she can cover for her. Also noted that volunteers who cover Lynne's shifts can be offered payment if they wish to take it (many do not take this up).
- **Brazier sign:** Sheila is in contact with Brazier. They have a new logo design in the pipeline, which we should eventually receive. Meanwhile **Sheila** will follow up to get one of the old signs to replace our current damaged version.
- **Repainting:** Is proceeding well and should be finished on Sunday. Staff will then arrange deep clean.

**2. FINANCIAL MATTERS**

- **Monthly profits:** February also a slow month but still within target.
- **PO compensation:** Still in process, looks as though cost of fines will not be large.
- **Customer accounts:** No further progress. **Tony** to circulate agreement for final discussion.

**3. SHOP/ CAFÉ MATTERS**

- **Staff recruitment:** No response to email to volunteers so a poster has been put up in the shop and website/ Facebook. Still no response. **Cherry** to ask Steve to repeat posting on Facebook, including Roadwater Together. **Sheila** to follow up a posting on the Luxborough Facebook site and to enquire around the WS Railway volunteers.
- **Wage rise:** In view of the increase in minimum/ living wage (to £12.71 from April) and increasing cost of living it was felt we would want to offer a pay rise to staff, either by 50p to £13.50 per hour or £1 to £14 from July. **Cherry** to ask Tony for his recommendation related to budget.

**4. MAINTENANCE**

- **The flat:** Another bill for electrical problems (£105), which appear to be due to cat damage again. Di requested a summary from Debbie of the total amount spent to date, which is £561. Jon has paid one bill of £55. He has also fitted covers on the electrical sockets to prevent future damage. **Di** to suggest he should pay this latest bill. Noted that new legislation from May means landlords cannot refuse a tenant with pet. Agreed Jon is generally a good tenant and we should aim for an amicable settlement. Also agreed to look at a rent rise from next year (April) when he will have been resident for 3 years. Suggest £725 (up from the current £675 per month). To be discussed with Tony.

## 5. MARKETING

- **Easter:** Next event planned is an Easter egg hunt on the rec. Aiming for 20 children, 10 clues, Easter egg prize. Poster to encourage parents to enjoy a coffee in the café while this is going on.
- **Art:** Proposal to invite one local artist each month to display their work in the café. We take 10% of any sales. These will replace the current Rachel Reckett works, which would be moved to the village hall, just keeping one in the café.
- **Milk refill:** The idea of the poster encouraging purchase of refill milk was accepted. The marketing team will make some changes to the sample provided by John. Steve has agreed to provide further training on lifting safely.
- **Household Fill products:** Sheila also suggested a review of these, as sales vary. It may make sense to replace some of the less popular ones with other products that might sell better. A poster encouraging people to try these could be designed. In particular the scouring powder is not used, but is very good – suspect people are not aware of it. Sheila to collect mini-jam-jars so samples could be given out as testers. **Sheila** to discuss with Julia.

## 6. CORRESPONDENCE

- None received

## 7. AOB

- **Society rules:** Helen and Cherry joined the Plunkett webinar on their updated model rules, which are fully compliant with latest legal changes. We can either adopt them free of charge (as Plunkett members) or adopt with some adjustments (scale of modest charges). We need to request the model rules, complete an application form, submit to Plunkett then submit to FCA. **Cherry and Helen** to review the new rules compared with our existing ones and make recommendations to the committee about what would best suit us.
- **Somerset shops meeting:** Cherry and Helen attended a useful meeting at Seavington. The new model rules were discussed, shop management approaches (no-one can afford a paid manager) and suppliers. Notes circulated.

**Next meeting:** Thursday 16<sup>th</sup> April 2026 at 6.00 pm.