

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
14 MAY 2026, 6.00 PM, IN THE CAFE

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

APOLOGIES: Bruce Freeman (Ch), Karl Toth, Tony White.

1. MINUTES AND MATTERS ARISING

- **Brazier sign:** **Sheila** still following up - new logo may be causing delays.
- **Confirmation of staff pay rise:** As agreed by email, staff have been informed of a 50p per hour pay rise from July.
- **Staff payslips:** Staff reporting these still sometimes fail to appear on time. John Allen does not seem able to explain why this is happening. **Cherry** to follow up and ask how they are generated – is there a software problem?
- **Café fridge:** As agreed by email, new fridge purchased and installed.
- **Milk refill poster:** Revised poster now on display in the shop.
- **Rural business award:** Mary and Cherry agreed there was insufficient time to do this justice, so did not pursue.

2. FINANCIAL MATTERS

- **Monthly figures:** Accounts for April circulated by email. Some signs of recovery in profits. **Tony** is looking at gross margins with a view to finding products where margins can be increased to offset additional cost of pay rise.
- **PO compensation:** Paperwork has been submitted for restarting the old company. Expect response in the next two months.
- **Customer accounts:** Tony has circulated a draft agreement. There were no suggestions for adjustment. Agreed this should be initiated at the start of the next financial year (July). Suggested that staff should hand out a printed copy as customers pay the June account, so that an explanation can be provided.
- **Card machine:** Intermittent fault reported by staff (contactless refused and sometimes even inserting card does not work) causing frustration and delays. Agreed **Sheila** will follow up with Repos to try to identify the problem and also to discuss the option of Worldpay. *[Done]*

3. SHOP/ CAFÉ MATTERS

- **Café matters:** (1) Prices have been increased; (2) Some uncertainty as to whether cream teas will be available due to concerns about wastage when cream is not used in time – further investigation of ways around this will be considered; (3) Semi-skimmed milk now being used instead of full fat – again, may need to be reviewed and perhaps a policy of using semi-skimmed if requested, since barista coffee is generally served with full fat milk. Meeting planned to discuss these items.
- **Organic veg:** Supplies from With the Wild have been rather erratic recently, so **Sheila and Julia** are discussing possible arrangements with Plowright, at least to provide veg boxes to order.

4. ADMINISTRATION

- **Revised society rules:** New model rules are now ready for submission, copies to be signed by Bruce, Mary, Cherry and Helen. Key changes from our old rules are: (1) Our £25 minimum shareholding is now referred to as 'membership shares' since they are a condition of membership, with additional shares known as 'community shares'; (2) Quorum conditions for meetings (AGM, EGM, SGM) are simpler in that if a non-quorate AGM is postponed and is still not quorate it will be considered quorate and can make decisions. EGM and AGM will be cancelled under such conditions; (3) Proxy votes must be registered with at least 24 hours' notice; (4) Approval of decisions can be by email or Zoom as well as at in-person meetings; (5) Statement of objectives now includes operating the café; (6) We are obliged to have a dispute procedure – Plunkett can provide a model; (7) There are conditions for removal of a committee member who does not fulfil obligations.
- **Cherry** to review the flyer that invites new people to buy shares.

5. **MAINTENANCE:** No issues to report

6. MARKETING

- **Summer event:** In view of the success of the East Monday event, another children's event is planned for August bank holiday Monday, possibly another treasure hunt.
- **Scrub powder:** Selling well following the offer of free sample pots. Agreed to continue supplying the small pots but with a charge.
- **Community shop sign:** Suggested a painted sign on the road side of the shed – discussed with a local painter. Also looking at a car park sign.

7. **CORRESPONDENCE:** None received

8. AOB

- **Donation to Luxborough village fete:** Agreed to contribute £50 voucher, as last year.

Next meeting: Thursday 18th June 2026 at 6.00 pm. Need to decide on date and format of volunteer event.