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

PRESENT: Bruce Freeman (Ch), Cherry Bird (Sec.), Mary Coles (VC), Di Binding, Sheila Robertson, Helen Eggar.
APOLOGIES: Karl Toth, Tony White.

1. **APPOINTMENT OF NEW TREASURER**

Following Tony's decision to step down as Treasurer, Helen Eggar has agreed to take on the role. Proposed by Cherry, seconded by Mary. Agreed unanimously. Tony has continued to provide input for a transition period until Helen is fully briefed. **Helen** to contact Tony for meetings.

2. **MINUTES AND MATTERS ARISING**

- **Card machine:** Changing to Worldpay will save ~£1,000 per year and does not require printing of card receipt. Unanimous agreement that **Sheila** should proceed with the change for an initial period of one year, keeping Paymentsense until Worldpay is fully established. To be reviewed in a year. American Express cards can be accepted, but agreed we will not do so. Repos can do cashback through the till. Agreed this will only be used outside PO hours.
- **Revision of society rules**: Still awaiting approval after clarifications submitted in response to queries.
- **Review of flyer for shares**: Revised version accepted. Printed copies to be placed in file in café (**Cherry**). **Mary** to use electronic version as needed.

3. **FINANCIAL MATTERS**

- **Monthly figures:** Accounts for June circulated by email.
- **Budget for next year:** Draft circulated by Tony, with assumptions: shop sales will increase by CPI of 2.5%; cafe sales will increase by 5%; cafe and shop purchases will have same percentage growth; flat maintenance will increase by 225% to 1,040; credit card charges will reduce by 10%; general maintenance will increase by 25%; cafe maintenance will remain as is; wages will increase by 5% (recent pay rise). Budget accepted as drafted. **Cherry** to inform Tony [*done]*.
- **PO compensation:** Signatures collected from old company shareholders and sent off, as 50% required for re-floating of company to proceed.
- **Sharing summary monthly financial update with staff:** Agreed to start a simple summary of sales. **Helen** to draft for next staff meeting (20 Aug). Helen to be invited as an introduction and to explain.

4. **THE FLAT**

There are a number of projected expenses, which were discussed and actions agreed as follows:
- Wardrobe: Andrew is repairing at minimum cost.
- External steps: On safety grounds need oiling, including anti-slip coating and small repair. Quote from Damien of ~ £1,200. Agreed by all. **Di** to action. Banister may also need a small repair.
- Rewiring: wiring currently considered adequate to pass regulations, but may need addressing in the longer term. Likely cost ~ £3,000. Agreed review at time of tenant change.
- Kitchen upgrade: Likely cost # £5,000 as sink is non-standard so other fittings need to be bespoke. Tenant is happy with current kitchen, so can review at time of tenant change.
- Carpet: Acceptable for now, especially as tenant has a cat. Review at time of tenant change.

Need to keep costs down to ensure the flat contributes to profits rather than being a drain.

5. **SHOP/ CAFÉ MATTERS**

- **Cream teas:** Now being provided, though rather sporadically. **Mary** to discuss with Lynne, explaining that Julia can order frozen cream portions. **Sheila** to provide information about sources of frozen cream.
- **Milk policy:** Agreed there is no need to record café use of milk as it can be calculated by subtracting till sales of milk in the shop from milk purchased from supplier.
- **Café losses:** Café sales are good, so there are no losses unless staff costs and other overheads are taken into account. Agreed we should consider the café, shop and PO as one business entity. Key is to review prices regularly to ensure a decent profit margin, while still being fair to clients.
- **Stocktake:** All went smoothly.
- **Customer accounts:** Draft letter for new customers circulated and minor adjustments agreed on. **Cherry** to send electronic copy to the shop account for staff to hand out if a customer requests an account. Existing customers have been followed up by staff to ensure contact details are up to date.
- **Till issues:** Staff have reported incidents of the till freezing partway through a transaction. Suggested this may be due to inadequate wifi connection, which could be addressed by requesting a wifi extender. **Sheila** to speak to Steve about whether he can arrange this. Noted the till is on Windows 7, so we may need to upgrade. Review this for the next financial year budget (**Helen**).

6. **MAINTENANCE**

Issues around the car park and garden planters have been partially addressed with the garden team:

- Overgrown rose that was affecting customers on the patio has been mildly pruned and a metal trellis purchased to hold it back.
- Planters have been moved behand the bollards to create more space at the southern exit, which is a tight turn, leading to drivers damaging the fence of the house opposite. Agreed to monitor and consider further action if there are further complaints. **Sheila** to follow up on the Brazier sign, as a helpful marker.

7. **MARKETING**

Sheila is stepping down from the marketing group but will continue to manage events, including a summer children's fun day on the rec on bank holiday w/end and a Christmas event. Committee will now be responsible for marketing plans. Noted that we need to make effective use of social media platforms. Action: look for someone to take this on, possibly as a joint effort with the village hall and the players (**all**)

8. **CORRESPONDENCE:**

Emails from a CBS member raising concerns about the purpose of refloating the old committee and plans for revised society rules have been addressed via email and inter-personal meetings

9. **AOB**

- **Next volunteer event**: Agreed on 18 November at 3.00pm. Format to be discussed at next meeting.
- **AGM date:** Confirmed Wednesday 14 October at 7.00 pm. **Mary** to book the hall.
- **SCF invitation to volunteer celebration event:** Based on suggestions by email, two volunteers have been approached and agreed to represent us.
- **Share withdrawal:** Request from a shareholder experiencing difficulties to immediately withdraw his shares, retaining only the membership amount of £25. All agreed. **Mary** to action.

Next meeting: Monday 7th September 2026 at 6.00 pm. Planning format of volunteer event and AGM.