

MINUTES OF ROADWATER VILLAGE COMMUNITY SHOP CBS MANAGEMENT COMMITTEE
7th SEPTEMBER 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.

1. MINUTES AND MATTERS ARISING

- **Revision of society rules:** Our paperwork seems to have gone astray. Plunkett have promised to follow up in time for our AGM.
- **Review of flyer for shares:** Completed and printed copies placed in the file. Mary has electronic version
- **SCF volunteer celebration:** Ann Bernard and Claire Sawatzki attended.

2. FINANCIAL MATTERS

- **Treasurer handover and bank signatories:** Helen has now fully taken over Treasurer duties but bank signatories are still to be changed. **Mary** to initiate process for Nat West. **Cherry** to initiate for Nationwide.
- **Monthly figures:** Accounts for July and August circulated by Helen by email, with comparison against budget. Overall, surplus for the period is ahead of budget, but it is still very early in the year so we cannot assume the trend will continue. Both cafe and shop are currently showing less gross profit than for the same period last financial year. Clearly the cafe makes a deficit, which is covered by the surplus from the shop and other sources of income
- **PO compensation:** No further update.
- **Sharing summary monthly financial update with staff:** **Helen** to attend the next staff meeting (10 Sept) as she was not available for the August one.

3. SHOP/ CAFÉ MATTERS

- **Card machine:** Sheila has proceeded with the change from Paymentsense to Worldpay, but some delay caused by Worldpay requesting further information. We will continue with Paymentsense until everything is satisfactorily in place for Worldpay, which will mean a small overlap. **Sheila** to follow up.
- **Electricity supply:** As our fixed tariff agreement with Octopus ends in November, John Evans requested quotations from them and from EDF and E.ON. Total expected annual cost on a 24-month fixed tariff would be £7,826 (compared with this last year's amount of £6,209). EDF offers £7,435 for 24-month agreement but it is online only, which would be much less satisfactory and an estimated saving of only £391 per year. E.ON was higher at £8,691. Agreed to continue with Octopus, as a reputable and ethical company that has provided good service. Proposed by Bruce, seconded by Helen, agreed by all. **Cherry** to inform John to proceed.
- **Staffing:** As Juliette has handed in her notice, Cherry and Mary have contacted a previous applicant who had interviewed well. He came for a trial with Julia on Sunday morning and did very well. Cherry to offer him the position and proceed with contracts etc. *[Done, he has accepted]*.
- **Café:** Since the café losses are subsidised by the shop/ PO, it was agreed that this should be monitored and a decision taken about the level of loss that can/ should be absorbed and how we can mitigate with price increases and savings measures. Debbie has been asked to allocate overheads as far as practical between the cafe and the shop to give a better reflection of the true running costs of each. **Helen** will continue to follow up. Note that the café freezer may need replacement soon.

4. MAINTENANCE

- **Change of responsible person:** Due to his increased domestic responsibilities Andrew, has stepped back from the role, and Paul Richards has agreed to take sole responsibility for the time being. Staff have been asked not to contact Andrew but to go straight to Paul or to one of the listed service providers.
- **The Flat:** Following information given at the last meeting, Di confirmed she has asked Damian to proceed with work on the front balcony and steps, which is a priority before winter sets in. Since Andrew will not now be able to repair the wardrobe, it is hoped Damian will be able to do that (priority 2). The back balcony also needs treatment and Di is aiming to get a quote for that. Kitchen upgrading and carpet replacement will be looked at in the longer term. **Di** to proceed with all arrangements.

5. EVENTS

- **August bank holiday:** The children's event went ahead as planned. Poor weather reduced attendance but costs were covered, café was busy and children enjoyed it.
- **Volunteer tea:** Jen's Pantry booked for 18th November. **Sheila** to obtain proposed menu to share and agree on budget. Need to be clear about the type of food as last time there was a lot of waste because many items were too substantial for a mid-afternoon event.
- **Christmas event:** Agreed to repeat last year's successful "Christmas extravaganza", date agreed Friday 11th December. **Sheila** has discussed with Julia and approached some of the suppliers.

6. AGM PREPARATIONS

- **Notice:** Needs to be sent out 14 days in advance (by 30 September) with invitation for nominations to committee (including Karl and Di if they wish to stand again to be submitted with brief bio, proposer and seconder by **7 October**.
- As last year, we will send the annual report and accounts at the same time, asking people to submit any questions in writing by **7 October**. **Cherry** to prepare necessary documents, including annual report. **Helen** to ensure accounts are ready and available.

7. CORRESPONDENCE: None received

8. AOB

- **Plunkett visit:** A Plunkett representative will visit the shop on 5th October at 3.00 pm. **Cherry and Mary** to meet her.
- **Newsletter:** This is overdue. **Cherry** to prepare and circulate asap.
- **Somerset shops group:** Next meeting is Thursday 1st October in Stogumber. Cherry and Sheila to attend.
- **Meetings schedule:** Bruce requested a standardised schedule of meetings for the next year. Agreed on the third Wednesday each month at 6.00 pm. Cherry to provide list of dates [see below].

Next meeting: Wednesday 7th October 2026 at 6.00 pm. Pre AGM review.

Meeting schedule for the next year

18 th November 2026	17 th March 2027	21 st July 2027
16 th December 2026	21 st April 2027	18 th August 2027
20 th January 2027	19 th May 2027	15 th September 2027
17 th February 2027	16 th June 2027	20 th October 2027