

Earlams Management Meeting

Minutes

05/02/2019

Present: John Novak, Vince Pagent, Liz Jones, Helen White, Jan Dixon, Peter Weigh.

Agenda:

1. Apologies
2. Minutes of AGM
3. Matters Arising
4. Finance Group
5. Filming
6. Bench
7. Defibrillator
8. Workshops
9. Issues: Shop, Cafe, Gallery
10. AOB

1. Apologies received from Jean Burke.
2. Draft minutes of the AGM were accepted and will be sent out to all shareholders.
3. Barbara Mills now has her shareholder certificate etc.
Frank Hewitt's shares are being transferred to Carol B. Walker. Vince to email Jan with the email address.
Minutes of the November Management Meeting is now on the website.
4. Proper legal advice is required regarding Earlams set up. Peter Weigh will approach at least two legal bodies to receive advice. Articles of Association etc are needed. LJ will pass on to PW
John will contact Plunkett to quiz them regarding other like organisations that have acquired charitable status.
Finance group: Peter, Liz, Helen, Collette are to meet ASAP to begin dissecting finances.
5. Coronation Street filming: Checking out of facilities - 6th Feb; filming - 21st Feb. On filming day the shop will stay open till 11.00am and the cafe will stay open till 1.00pm. Notices are to go up in shop and cafe - JD. Expenses will be received - £1000.
6. A bench in remembrance of Eric Wilkins, who was very much involved with establishing Earlams and physically putting it together, is to be purchased and placed outside at the front of Earlams. A donation envelope is in the shop at present - £55

has been received so far. The collection is ongoing and further donations have been promised.

7. We are awaiting the box for the defibrillator. Training will be on a rolling programme on Wednesday mornings.
8. Various workshops/clubs have started. Possibility for future workshops: Leri Kinder (Painting); Danielle Cartwright (Oils + charge)
Could we subsidise through grants? A possibility for the management to discuss at a later date
9. Shop meeting in January: Linda N would like more Bramble biscuits ordered. Therefore the non-Bramble biscuits need to be cut down. BJ & LJ will look into this.

Cafe meeting: 11/02/2019. Coffee grounds need distributing for customers etc. We will try to bag-up grounds and place them in front of the shop for free collection on the basis that empty bags should be returned for recycling again.

The fencing around bins by the kitchen door needs constructing.

Another row of tiles above the sink is needed to ensure cleaning is easier and it is more aesthetically pleasing to our customers.

There are other maintenance jobs that will be discussed at the meeting.

Gallery: Week beginning 18th Feb is marked for a change of stock – spring and summer goods etc.

Xmas 2018 didn't do quite as well as in previous years.

The Cheshire East bid closed on 31st Dec '18 so we should be hearing from them soon.

10. Wi-fi /phone connection appears poor. BJ to investigate.
Website needs updating. Liz relies on information etc being sent to her. Email to go out to volunteers encouraging this. JD
Cafe, shop and gallery meetings could be put on the website.