

## **EARLAMS MANAGEMENT GROUP MEETING**

**TUESDAY 19<sup>TH</sup> MARCH 2019**

### **AGENDA:**

**Present: John Novak (JN); Helen White (HW); Jean Burke (JB); Liz Jones (LJ); Peter Weigh (PW); Barbara Johnston (BJ); Jan Dixon (JD).**

**Apologies: None**

**1. Charitable Status**

**2. Finance Monitoring Update**

**3. Bids Update**

**4. Section Updates**

**Shop**

**Cafe**

**Gallery**

**5. Co-opting Members**

**6. Easter Closing**

**7. Social Events**

**8. AOB**

1. Legal services have been obtained and advice given. It appears we have two companies. One, which is trading and was registered April 2014 as an Industrial Provident Society (now known as a Cooperative & Community Benefits Company due to a change in legislation in August 2014). The second, which we are advised is not trading, is a Community Interest Company (CIC). We have been advised that HMRC are correct in stating that a company cannot be both a CIC and a Charity.

We now need to take steps to dissolve the CIC and concentrate on the trading company which at present does not have charitable status. JN and PW will investigate the next steps towards charitable status. It was agreed that payment of £750 plus VAT should be completed to cover fees so far.

2. PW & LJ have met with Collette to look at finances. They will meet again in April. Preliminary indications are that we are currently making a profit of around £1000 per month.
3. We have received a sum of £5000 from Cheshire East to promote workshops associated with the Gallery etc. JD will send an email to all volunteers asking if anyone would like to be part of a sub group to develop the workshops. Alterations to the entrance to the Gallery are also being planned. HW will discuss with Vince the proposed alterations.  
JN and HW are also going to proceed with the lottery bids.

4. **Shop Update:** The shop continues to struggle for volunteers. BJ is going to try to take on more shop shifts to help the situation. JD will take on some of the regular paperwork that BJ has so that she is free to take on extra shifts.

**Cafe Update:** The cafe has been recently inspected and did well. The issue of training will be prioritised before the inspector's next visit next month. An email to all cafe volunteers has been sent regarding training. BJ will inform volunteers and new volunteers of the training manuals in the cafe as well as the video. BJ is to go on a day's course run by Cheshire East to update skills and knowledge.

**Gallery Update:** The Gallery meeting will take place on 26/03/19. HW to involve the Gallery in the airport's new project 'More than an Airport'.

It was agreed that the Shop, Cafe and Gallery team minutes should be sent to the Management Team as well as being displayed on the notice board.

5. There have been no volunteers at present coming forward to be part of the management team.

6. Easter closing:
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|-----------------|---|
| Good Friday     | 19 <sup>th</sup> April - closure at 2pm           |
| Easter Saturday | 20 <sup>th</sup> April - closure at 2pm as usual. |
| Easter Sunday   | 21 <sup>st</sup> April - closed                   |
| Easter Monday   | 22 <sup>nd</sup> April - closed                   |

JD to do notices for the shop and cafe.

Friday 19<sup>th</sup> April - Earlams is featured on the ITV soap Coronation Street. Not to be missed!

7. Pudding Club takes place 22<sup>nd</sup> March. Gardening Club is on 25<sup>th</sup> March.

8. AOB

LJ needs to have the expenditure for socials etc so that she can record more thoroughly money spent from volunteers' tips.

The defibrillator is to be put in place ASAP.

Earlams' cleaner is temporarily taking sick leave but a replacement has been found.

LJ continues to ask for news and photos for the website but this is proving a problem.

Date of next meeting: TBA