

## Earlams Management Meeting

11 June 2019

**Present:** Barbara Johnston, John Novak, Liz Jones, Jean Burke, Jan Dixon

**Apologies:** None received

**Minutes of last meeting:** Accepted

**Matters Arising:** Garden Party was very successful.

Village Clean up well attended.

Bench at side of Earlams repaired.

Coffee machine and dishwasher problems have been attended to and work at present.

**Agenda:**

**1. Contributions:** Have been given to Styal Primary School for their Parents' School Ball (Bottle of wine and 2 vouchers for Earlams breakfast).

A BBQ stall and icecream stall will be present at Styal Village Picnic.

**2. Reducing plastic:** Earlams is committed to reducing plastic wherever it can. Milk and other drink containers are being looked at (glass bottles rather than plastic), no further polystyrene containers will be purchased, plastic carrier bags will be phased out and research will be carried out for more environmentally acceptable replacements.

**3. Cleaning:** Debbie, our cleaner will be back with us hopefully in September. In the meantime Jan will clarify once more, by email, the cleaning arrangement with our present cleaning team.

**4. Presentation of QVAS:** John will give 4 dates to Robin Roberts from the NVO for the presentation. Invitations will be sent out to the Chair of Parish Council, Manager from Quarry Bank Mill, Eleanor Underhill, the 2 adjudicators and Earlams' volunteers. Peter Highfield will be asked to take photos.

Refreshments will include: a selection of sandwiches (made by various volunteers), cupcakes (Margaret will be asked if she can make these) and drinks.

The presentation will take place in the cabin. Tables will be removed.

**5. Paper work:** Volunteers' Details sheet has been redone with some up-to-date additions.

**6. Defibrillator acknowledgement:** John has produced information acknowledging contributors which will be displayed in Earlams. Training is taking place every Wednesday.

**7. Volunteers' Day:** Monday 1<sup>st</sup> July. Earlams will be closed but the shop will be open for papers only at the beginning of the day. General discussion will be followed by opportunities for further training and smaller team discussions. Refreshments will be available.

**8. Play Area Bid:** John has received agreement from Council Planning & Conservation regarding permission for establishing a play area for young children/toddlers next to Earlams. The area is owned by the NT who are also in agreement and will help prepare the area. Styal Tennis Club will be contacted regarding access. A bid for funding to help with this project will be sent to the Coop.

**AOB:** John will order the bench in memory of Eric.

Customer Comments were discussed. On the whole they were very positive. Vince will be asked to adjust/move the fire alarm in the cafe so that it doesn't go off mistakenly. Barbara is to contact Earlams Broadband provider to find out how our WiFi connection can be improved.

Liz will meet Colette in the near future to discuss accounts and generate reports.