

Management Meeting

Monday 29th July 2019

Present: John Novak, JanDixon, Barbara Johnston, Liz Jones, Vince Pagent

Agenda:

- 1. Covering shifts**
- 2. Cleaning**
- 3. Stocktake**
- 4. Jobs to be done**
- 5. AOB**

1. In general there should not be a need to close Earlams if a section of shift cover is unable to be covered. Shop volunteers will be asked to temporarily help in the cafe if needed and vice-versa.

Emails sent out asking for volunteers should ask for replies to be directed to Barbara only rather than the email sender. Barbara should keep the email sender updated as to what has been covered and what still needs covering. When sending out any emails to volunteers, their email addresses must be placed in the BCC only.

Jean is covering Barbara's Wednesday pm shift and cashing up.

2. Cleaning weekly is becoming onerous for the same few who turn up.

Adjustments to be made are as follows:

To aid the weekly cleaning, tasks could be carried out during the week. We should not serve customers for the last 15 minutes before closure. Some more thorough cleaning up can then take place at closure. Barbara will also ask volunteers to carry out other light jobs when the cafe or shop is not busy. Jan will do notices for customers giving out this information.

The present rota will be simplified/adjusted to enable volunteers to tick off what they have done (Jan & Barbara). Barbara will then have an overview of what is required.

Jan will ask Linda Bull to find out about the professional cleaning contact she has mentioned so that they may be suitable for monthly deep cleans. If any other cleaning companies are known please contact Barbara with information.

These adjustments will mean Monday afternoon cleaning will not be necessary and might enable us to keep the cafe and shop open instead.

Debbie is due back on Thursday 1st August.

3. Thursday 1st August is stocktaking day. Liz has volunteered to stocktake the shed. Liz needs to know prices of goods we buy. Barbara will let her have these.
4. Jobs to be done:
 - a. The small shed roof leaks. Vince will carry out.
 - b. Window in cafe needs re-glazing. Vince will carry out.

- c. Large shed needs repainting. Andrew will be asked to do this. We have the paint already.
- d. Shop shelves need repainting. Andrew will be asked.
- e. Fan in shop needs attention. Vince will check.
- f. Outside tables need re-varnishing. John will carry out.
- g. Inside of cabin needs re-varnishing. A working party will be organised in the autumn.
- h. The plaque for the bench is done. Barbara will speak to Clifford.
- i. Jean and Barbara will take photos of food presentation to guide volunteers.

5. AOB

John and Jan will meet with Jo from Quarry Bank Mill on Thursday 1st August to discuss the proposed play area at the side of Earlams.

Those wanting to attend workshops will be asked to pay when booking in future.

Customer Comments have on the whole been positive. Lots of congratulations have been received regarding the Queens Award.

A reminder to volunteers regarding utmost hygiene when preparing food. It has been brought to our attention by a customer that a volunteer was coughing while working at the grill and then not washing hands!

Earlams will be closed August Bank Holiday Monday. Jan will prepare notices.