

# **EARLAMS MANAGEMENT TEAM MEETING**

**Tuesday 1<sup>st</sup> October 2019**

**Present: JohnNovak, Peter Weigh, Barbara Johnson, Liz Jones, Jean Burke, Jan Dixon.**

**Agenda:**

**Apologies: Helen White, Vince Pagent**

- 1. Minutes of last meeting**
- 2. Meeting with National Trust**
- 3. AGM**
- 4. Finance**
- 5. Volunteer Events**
- 6. Cafe/Shop/Gallery updates**
- 7. AOB**

1. Annual stocktake was completed.

15 minute rule of last serving in cafe before closure is working well and allowing faster clearing up and closure procedures.

The broken window has been re-glazed.

The small shed roof still requires attention. Needs to be done ASAP before winter takes hold.

The large shed needs repainting on the outside.

A working party will be asked to re-varnish the cabin.

The plaque has been put on the new bench. The bench is to be moved to the front of Earlams.

The food presentation guides need completing.

2. Vince and Jan's meeting with the NT to discuss : a) Toddler play area next to Earlams and partly in front of the tennis club; b) possible bowling green in part of the field to the side of the cabin; c) rental change; d) name on rental contract to include 'Gallery' in addition to 'Cafe' and 'Shop'; e) winter closure of NT
  - a) NT felt more discussion needed to take place between Earlams, NT and tennis club to respond to the concerns the tennis club have. Although these were answered at the meeting and had previously been discussed it was decided by the NT that a further meeting should be held in 9 months time. The meeting would involve the tennis club, the NT and Earlams.
  - b) NT need to research the possibility of a bowling green and will get back to management. Some concern was given regarding the lessening of the 'natural habitat'.
  - c) Rental cost will not change but it was agreed that a 5 year term could be set in place.
  - d) NT felt the word 'Gallery' should not be added to the contract.

- e) NT will advertise Earlams on their website to cover their closure on Mondays and Tuesdays during the winter. Earlams to produce poster/board information too. John will enquire about costing for board advertising.

Not altogether a successful meeting. John to arrange another meeting in the near future.

3. AGM to be held November/December. Liz will meet with Collette to ensure all documentation needed will be in place.

Peter will continue to work on the area of charity status so that the situation can be further clarified for the AGM.

4. Bank balance is going smoothly. Liz will know more details after her meeting with Collette.
5. Volunteer socials are continuing with the 60s/70s night being the next event. The 39 Steps has been booked once again for the Christmas social/dinner. The date is Monday 2<sup>nd</sup> December. Time to be announced. Cost to be £28 – the same as last year.

Christmas Open Evening for the Gallery is on Friday 29<sup>th</sup> November. Refreshments will be available. Timing to be announced.

6. Cafe: daily cleaning checklist is working well now. Covering shifts in the holiday season has been particularly difficult this year though.  
Shop: still struggling for volunteers. Two new volunteers may help the situation somewhat.

Gallery: will have a variety of their goods displayed in Terminal 2 at Manchester Airport for 2 or so months starting on November 11<sup>th</sup>. Helen to organise.

7. Generally Earlams is running smoothly however it was suggested that to help with the summer holiday season particularly, we should have an earlier 'forward planner' in place next year. This was agreed.

Filming of the courtroom scene of 'The Wimbledon Burglar' is to take place on 17<sup>th</sup> October. 10-20 people will be needed. This will take place at Warrington Crown Court. Further information from Barbara.

8. John would like to repeat the over-the-counter Christmas raffle for wine that took place last year. Some of the proceeds would go to the children's allotment club at Styal Primary School. This was agreed.

The monthly deep clean by Angela and team will hopefully start in November. Jan will contact Angela again.

Barbara to send \*\* a 'get well' card on behalf of Earlams.

Barbara has contacted the fire officer regarding our fire alarm. She was given advice.

Peter would like us to reduce the amount of unnecessary signage in Earlams. This was agreed.

Next meeting: November. Date tbc