

EARLAMs MANAGEMENT MEETING

15TH JUNE 2020 (via ZOOM)

Present: John, Vince, Liz, Helen, Peter, Richard, Barbara, Jean, Jan

- AGENDA:
1. Update
 2. Finance
 3. Risk Assessment
 4. AOB

1. At present, while following Government rules during the Covid 19 pandemic, Earlams shop has been open for 3 days a week for 2 hours providing essential items and latterly take-away drinks and basic snacks. Earlams has also been supporting 10 residents of Styal with some meals and as a contact if needed. Funding has come from Cheshire Police Commissioners Community Fund, Tesco supermarket, and local businesses.

Additionally Earlams is now open Saturdays and Sundays for a further 2 hours.

Barbara is to alter the opening times that are, at present, on Facebook.

Some volunteers have asked to start back.

John will email all volunteers giving them the opportunity to do this. A copy of the new risk assessment will be attached.

The take-away menu will stay limited. The hours will be from 10.00 till 2pm.

This will be reviewed weekly. If minor changes are needed Barbara will make them and inform the management team. Large scale changes will need to be discussed prior to implementation.

The risk assessment will be displayed according to government requirements in the shop for public information.

2. The latest finance report from Collette needs reviewing.

Peter will contact Collette and report back.

Earlams has received the Business Relief Fund of £10.000.

Barbara has been furloughed during the closure of Earlams. John proposed that she receive the 20% additional support from Earlams. All agreed.

3. Questions from the risk assessment John circulated to the management team are as follows:

Jean – opening of toilet and ensuring hygiene and safety.

At present the toilet will remain closed to the public. Once opened a notice will be displayed requesting the public to use the sanitizers available when used. Cleaning at the end of shifts will be completed by volunteers ensuring all is risk free for the next shift.

Jan – maintaining 2 metres apart at all times

This will be marked out.

The need for more bins for the take-away utensils etc.

Bins will be available for the paper take-away containers and utensils.

The main part of the risk assessment will be operational once we are fully opened. Organisation will be monitored constantly to maintain safety for volunteers and customers.

John will buy protective visors for volunteers who wish to use them. Masks are available and sanitizer is to be used throughout the shop and cafe.

Helen – Given that there is stock in the gallery that is fairly new Helen will not ask for new stock until July. Different safety measures will need to be in place for the different items in the gallery.

Payment to artists will be completed through Bacs (if a large amount is outstanding).

Barbara – charges for tea/coffee to reflect additional cost of paper cups etc.

It was agreed to increase coffee to £2.00 and tea to £1.50.

4. AOB.

Extra picnic tables have been purchased.

John proposed to co-opt XX onto the management team. This was seconded by Liz and agreed unanimously by the management team.

John will contact XX.

Richard – asked for an update on the play area and proposed bowling area.

The play area has been started. John has purchased 2 child picnic benches and 2 willow wigwams so far. The fencing will cost £800. Labour will be free.

We have received £1.000 with a further £2.800 to follow in 2 instalments from the Co-op towards the play area.

Styal Parish Council and Manchester Airport will also be approached for funding towards the bowling green. Styal Village Association have been asked to take the lead on this.