

MINUTES:EARLAMS MANAGEMENT MEETING 14TH JULY 2020

Present: John Novak, Liz Jones, Jan Dixon, Vince Pagent, Helen White, Peter Weigh, Jean Burke, Barbara Johnston

Apologies: Richard Walker

Agenda: **1. Issues from last meeting.**
 2. Covid – 19 – update and going forward.

 Overview

 Funding

 Getting back to normal

 PPE

 Sanitizers

 Screens

 Newspapers

 Cleaning

3. Finance

 Accounting

4. AOB

1. The shareholder who has agreed to become a member of the management team will be asked to join officially at the next AGM.

The Gallery is starting to re-stock. This will take place after Earlams' closure at 2pm. Contributors will be asked to sanitize before going into the gallery.

2. It was agreed that Earlams, during and after lockdown, carried out the role we wanted – supporting vulnerable villagers and serving essentials in the shop. Many thanks go to the volunteers who helped to make this happen. John will contact them.

The funding we received during this time - £300 from 3 local businesses, £540 from 'Proceeds from Crime' police funding and £500 from Tesco helped considerably with the support we were able to give.

Liz will put the cards of appreciation we have received on to our website.

John has been approached by Styal Primary School asking for support with meals for some of their more vulnerable children. It was agreed to contribute to the financing of this.

John will contact them.

Although the shop was well used during lockdown, this has now declined somewhat. A small group of volunteers will be asked to produce a leaflet appealing for greater use of our village shop.

Barbara will overview this and arrange for distribution throughout the village.

Getting back to normal means we have to make Earlams as safe as possible for volunteers and customers. We have PPE (masks, visors, gloves, sanitizer) a risk assessment, social distancing, customer notices and guidance from Barbara and Jean for each shift.

Additionally we will put up perspex screens in the shop and cafe counters.

John and Vince will oversee this.

Perspex screens are now in place.

Regular assessment will take place.

An assessment of the number of daily newspapers sold will also be carried out and if we cannot reach the minimum sales needed we will not continue this item.

Barbara to oversee this.

Barbara will contact Angela (re. Cleaning) to ask if she wishes to proceed with this.

Angela has agreed to continue cleaning.

3. We are in the process of changing our bank to the Coop. It is felt that we will get a more economical service from them.

Liz is overseeing this.

Earlams will join the 'Eat out to help out' government scheme starting in August.

This has now been applied for and will be in place.

Colette (our accountant) will no longer be carrying out this role from July 31st. We will look at a variety of arrangements to use instead.

Liz, Peter, John, Helen to look into this.

4. With possible future extensions of opening times and range of goods sold we need to promote the number of volunteers once more.

Barbara will contact volunteers asking if they wish to continue and in what capacity.

Jan will find out the latest government ruling on young volunteers and young paid workers.

Barbara will continue to be furloughed. This will be reviewed on July 31st.

The annual stock-take will take place on July 31st.

Next meeting: Date to be announced.