

EARLAMS - MINUTES OF MANAGEMENT MEETING

25TH AUGUST 2020

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

Apologies: Richard Walker, Vince Pagent, Helen White.

- Agenda:**
- 1. Issues/minutes from last meeting**
 - 2. Finance : bookkeeping; petty cash; Costco**
 - 3. Opening times**
 - 4. Craft Day – 27th September**
 - 5. Café Update**
 - 6. Shop Update**
 - 7. AOB**

1. Perspex screens, further Covid visors and masks have been purchased for volunteer use if they so wish.
More antibacterial disinfectant for tables/equipment etc is to be purchased.
The Eat Out Help Out scheme has gone well.
Leaflets advertising Earlams (particularly the shop) are going to be created and then distributed throughout the village encouraging the importance of continued use of our village store. – *Action: John & Barbara.*
2. New arrangements for the bookkeeping/accounts need to be made. Some areas will be taken on by management. *Action - John will continue to investigate the other possibilities for covering this.*
It was proposed that a petty cash account be set up so that when needed, monies can be taken out. There must always be a receipt to accompany transactions. *Action – John/Liz to initiate - banking. Barbara to set up a petty cash tin.*
All goods bought for personal use from Costco or elsewhere must not be put on Earlams' card and then paid back. The transactions must remain separate. All purchases/expenses must also be okayed by Barbara or a member of the management team.
3. Opening times have been under review for a while.

It has now been decided that the following will apply from Tuesday 1st September.

Café: 1st shift starts: 9.00 – 11.30	Opens to the public: 9.30am
2nd shift: 11.30 – 1.30	
3rd shift: 1.30 – 3.30	Closes to public: 3.00pm

This arrangement gives plenty of time to prepare for opening and closing procedures already in place. The grill will be available until 1.30 for barmes, only if volunteers on 2nd shift are comfortable with working the grill. If any volunteer needs training they should speak with Barbara.

The café menu and its possible extension will be reviewed at the next meeting.

Shop: 1st shift starts at 9.00 - 11.30	Opens to the public at 9.00am
2nd shift: 11.30 – 1.30	
3rd shift: 1.30 – 3.00	Closes to the public at 3.00pm

FYI: Earlams closed Bank Holiday Monday – 31st August 2020.

Action – Barbara to email volunteers with these timings and notice of the Bank Holiday closure separately from the minutes .

The Management team constantly review procedures during this time of Covid 19.

4. Craft Day 27th September

The Gallery artisans will be marketing their works outside and around Earlams for the day. They will be responsible for their own displays and equipment. Earlams will receive a percentage of any goods sold. Helen is producing A5 flyers advertising the event. They will be distributed throughout the village about a week before the event.

5. Café Update

It was decided to set up social distancing marking inside the café, on the left side as one enters from the outside door, so that customers are able to wait for service in more comfort. All the tables and chairs, apart from one table and two chairs on the right side, will be taken out of the café. The gel table will be moved near the doorway.

The management will consider 'Track & Trace' procedures in due course if necessary.

The small hand sink MUST only be used for washing hands (an important health and hygiene requirement).

Dating of food must be automatic. Larger 'use by' stickers are to be purchased so that the name as well as the date can be added more clearly. *Action - Barbara to purchase stickers.*

A reminder: Once opened, meat and fish products and all foods containing meats and fish must be used within 48 hours. Vegetables must be used within 5 days. *Action – Barbara to produce reminder signs.*

With Covid 19 in mind it is essential that during shifts and particularly at the end of the day regular cleaning and sanitizing of all work surfaces takes place.

A spring cleaning session is to be arranged.

Parts of the handle of the panini machine needs attention. *Action - Vince*

The water filter needs replacing. *Action – Vince*

A mat (similar to the one in the café) is to be purchased for the cabin entrance. *Action -Vince.*

6. Shop Update

It is very quiet in the shop at present. Hopefully the leaflets advertising the shop will help sales. There is to be Gardiff training (till manoeuvres) for Barbara, Jan and Liz.

Action – Barbara to arrange a date.

7. AOB

Umbrellas have been purchased for customer use and Vince has purchased two canopies for outside the cafe.

John is hopeful that further input can be given to the proposed play area and bowling green field in September. The insurance requirements need researching.

New planters for the front of the shop are to be purchased. Carole will then plant out flowers etc. Thanks are given to Carole.

Date of next meeting : TBA