

EARLAMs - MINUTES OF MANAGEMENT MEETING

22ND SEPTEMBER 2020

Present: John Novak, Liz Jones, Barbara Johnston, Helen White, Jean Burke, Richard Walker, Jan Dixon.

Apologies: Peter Weigh.

Minutes of last meeting: Accepted.

Agenda:

1. Covid 19 arrangements.
2. Finance.
3. Volunteer shortages issues.
4. Volunteering issue.
5. Art and Craft Fair.
6. Manager post.
7. AOB.

1. a) Track and Tracing arrangements are now in place for the café. Barbara will ensure volunteers know and follow the procedure for this. This is a legal requirement from 24/09/2020.
b) All volunteers must wear face masks or visors except for the volunteer working the grill. (His/her back will be towards the other volunteers and customers). If he/she should move from the grill then a face covering must be worn.
c) More visors and masks will be purchased for volunteers. ACTION: Barbara to research and purchase good quality face coverings.
d) Customers will order and pay at the counter maintaining social distancing.
e) Volunteers will use the ordering pads to write down the food order and give the numbered bottom section to the customer. When the order is ready the volunteer will take the food to the customer or place it on the table by the door in the cabin verbalising the order number.
e) Customers must wear a face covering unless they are exempt from this.
f) Customers must use the hand gel supplied.
g) Arrangements will be monitored and reviewed regularly. ACTION: Management team.
2. Finance and accounting is being undertaken by John at present and some further analysis is being investigated. John will keep the management team updated.
3. There are at present shortages of volunteers for the last shift in the café. We may need to adjust closing times if shortages persist. ACTION: Jan to produce large notices for boards in the shop and café explaining the reason for closure when this arrangement is put in place.
4. An issue has arisen which is being looked into by the committee. ACTION: John to contact the National Council for Voluntary Organisations to seek advice and recommendations for action.
5. Helen explained the arrangements for the Art and Craft Fair and leaflets are being delivered throughout the village. There will be 9 contributors socially distancing and maintaining Covid 19 regulations. The stalls will be placed in and around Earlams. Numbers will be monitored and regulated.

6. Barbara explained that although she will be handing in her notice in the near future she will continue to volunteer. She was thanked for this. Discussion regarding the new post will now be ongoing.

ACTION: Jan to send the Manager Job description used for Barbara's post to management members for their perusal.

7. There was no other business.