

EARLAMS – MINUTES OF MANAGEMENT MEETING
3RD NOVEMBER 2020

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

Apologies: Peter Weigh

AGENDA:

- 1. Minutes of last meeting.**
- 2. Matters Arising**
- 3. Finance – Change of Bank**
 - VAT update**
 - Book keeping**
 - AGM**
 - Coffee machine**
- 4. Covid 19**
- 5. AOB - Christmas cards**
 - School uniform**
 - Craft Fair**
 - Play area**

1. Minutes of last meeting: Accepted.

2. Matters Arising: John has sent the email to volunteers.

We are still awaiting the alcohol licence to come back to us but we are allowed to trade while waiting.

Further visors have been purchased.

The shortening of the day that was to be considered is now on hold until the end of lockdown since we will be trading in a different way from Thursday 5th November.

3. Finance: Change of bank: The change-over of the bank we use has now been completed. We will now use the Coop Bank for our finances. We will now stop using the RBS. Given we had a small business account with them we will receive £4.000 from RBS in the near future.

Bookers require us to re-apply for an account with them now we have changed banks. Direct Debits will need to be changed manually so both accounts will run concurrently until this is done.

Action: Liz will contact Bookers to re-apply for an account and ensure that all direct debits are correctly in place.

VAT: John is continuing to update our VAT and has been in contact with Collette. We should receive some VAT back either by the end of this quarter or the next.

We continue to pay 5% VAT in the café.

Book keeping – John has been in discussion with one of our volunteers (Amanda) who will assist him with some of the book keeping issues.

AGM: Given the present circumstances with Covid 19 it was decided that once the accounts are finalised for the year (hopefully December or early January) they will be sent out to all shareholders, who will be able to place any questions or queries they have to the Management team for answers. This will be done remotely.

Action: John will ask Amanda if she can meet with our accountant before he finalises the annual accounts.

Coffee machine: A new coffee machine has been purchased. There had been some confusion over the insurance taken out for the previous machine but John has negotiated with the company and is pursuing refunding of the premium.

4. Covid 19: From Thursday 5th November Earlams will have reduced opening hours: 10.00am till 2.00pm. The shop will only be selling essential goods and the café will only be doing take-aways. These will be ordered and paid for in the shop. The shop till is set up for café transactions. These must be used.

Action: Barbara and Jean will ensure volunteers know how to complete these transactions.

The cabin will be closed, the gate will remain locked and given the reduced use of premises there will be no need to engage our cleaner at present. Volunteers will be able to do this.

Action: Barbara will contact Angela to postpone the cleaning.

As from Thursday November 5th Jean will take over the management of Earlams with help from the Management Team. Barbara will be furloughed. Volunteers should contact Jean if they need clarification of anything.

To ensure that we keep in contact with some of our villagers Barbara has volunteered to visit them and to ensure them that if they need our assistance they should let us know.

Action: John to write to villagers explaining this and to email volunteers regarding shifts and keeping in the same 'bubbles'.

5. AOB: John has been asked by Paul Arrowsmith from the British Heart Foundation to sell some of their Christmas Greetings Cards given that their shop will be closed from Thursday. **All agreed to this.**

Styal School has approached Earlams to ask if we would be able to assist them to sell new/nearly new pieces of uniform to parents. They would be stored in the shop cupboard in polythene bags. **All agreed to this.**

Given lockdown the Craft Fair may need to be put back. Advertising may need to be altered.

Action: Helen to contact printers and discuss.

If artists wish to replenish their stock for Christmas they will be asked to deliver their goods after closing time and will be asked to pre-arrange with Helen.

The gallery sales have been particularly good since August.

The play area is continuing to move along. John is now waiting for the licence from the NT. We are awaiting the rest of the grant towards this from the Coop.

Earlams website has received two queries to answer – parking along Altrincham Road and a breakfast refund.

Action: Barbara to await a reply to her email regarding the breakfast query.

Jan to write to the Parish Council regarding the parking arrangements in Styal.

Liz to change the information on our website due to lockdown.

Barbara will let customers know about new arrangements for newspapers.

MANAGEMENT WILL REVIEW ARRANGEMENTS DUE TO LOCKDOWN WEEKLY.