

## MINUTES: EARLAMS MANAGEMENT MEETING 12<sup>H</sup> APRIL 2021

**Present:** John Novak, Liz Jones, Jan Dixon, Helen White, Jean Burke, Barbara Johnston, Andrew Hewitt, Jo McDonald

**Apologies:** Peter Weigh, Richard Walker

**Agenda:**1 Minutes of last meeting and welcome to new members.

2 Thanks

3 Update on changes made during the last year: Accounting; Covid grants; Manager post.

4 Day to day management

5 Opening up after Covid restrictions in line with plan: Testing; Youngsters working at the weekend to provide table service.

6 Craft fair proposed for 30<sup>th</sup> May

7 Play and bowling area update and funding

8 Support for SVAS initiatives: prizes for scarecrow competition etc, litter picking.

9 Charities

10 Engaging the community

11 Update on volunteers returning

12 AOB

1. The minutes of the last meeting were accepted. Welcome to Andrew (new member of our management team) and Jo (managing after Barbara's retirement).

2. Many thanks to all the volunteers who have helped in the last few weeks preparing for our re-opening and over the years we have been open. We wouldn't be able to exist without you.

3. We are supported with our accounts by Amanda now. This is working well and Amanda will be invited to our management meetings on a regular basis.

The grants received due to Covid have enabled us to keep afloat. Helen will look into the Arts Council grant to help with re-opening the gallery.

Barbara is to retire at the end of the month but will still be a volunteer. Many, many thanks to her for all her commitment. Jo (one of our volunteers) will shadow Barbara for 2 weeks starting 16<sup>th</sup> April and then manage Earlams, initially for a 6 month period.

4. Barbara and Jo will re-establish the shop and café sub-groups. **Anyone interested should please let them know. All are welcome.**

5. The café is open for take-aways and outside seating (table use ½ hour at present) from 10.00 till 2.00pm. With a view to opening for longer (9.00 till 3.00pm) volunteers will be asked to let Barbara/Jo know if they are willing to do a shift. It is likely to be 9.00 – 11.00, 11.00-1.00 and 1.00-3.00. Extension of the menu will be gradual. Once full table service is in place we will look to employ youngsters at the weekend to help with this enabling volunteers to be behind the counter only.

The shop and gallery will open on the 17th May.

John has lateral flow tests for use by volunteers if required.

6. The proposed craft fair will be similar to the last one held. This was very successful. Helen will oversee this and will contact the company to produce flyers advertising the event.
7. The play area and proposed bowling green are developing. The residents of Styal are being asked for their views on these developments.
8. Earlams is committed to supporting community projects such as: Styal Village Association (SVA) in their village scarecrow competition and the Parish Council with litter picking.
9. Earlams will place one charity box at a time in the shop and café (4 per year).
10. John is to approach local businesses with the view to producing a regular newsletter for Styal.
11. Barbara/Jo will continue to engage volunteers as the extension to our opening hours occurs.
12. There was no other business.