

Earlams Management Meeting held 6-45 30 June 2021

Attending
Liz Jones
Helen White
Jean Burke
Jo McDonald
John Novak
Peter Weigh
Richard Walker

Apologies
Jan Dixon
Andrew Hewitt

Minutes of last meeting were agreed

Finance – Grants

LJ reported that we had received two grants.

- 1 From changing banks from the Royal Bank of Scotland to the Co-Op
- 2 From Cheshire East as a Covid re-start grant

It was noted that would enable us to ensure that any changes we needed to make to Earlams going forward would be possible. The meeting thanked LJ for the work she had put in for the grants particularly the Bank grant as this became quite protracted.

Improving WiFi generally but particularly in the cabin

It was agreed that the WiFi needed upgrading across Earlams and this should be undertaken **Action: LJ to approach computer company to arrange the instillation of an upgraded system**

It was noted that the café till was still offline it was agreed that this had to be resolved through either hardwiring it or connecting it through some other technological wizardry **Action: LJ to look into getting it resolved through same company**

Report from Café meeting

It was reported by JM that a meeting of the Café group had not yet taken place. It was agreed that the meeting was essential to look at the day-to-day management issues of the café including menu and menu changes.

Action: JM to set up a café management group meeting ASAP

Clarification of proposed changes to the store

The decision to stop stocking household and some food products including milk was agreed as the items had consistently not been purchased in any reasonable quantity or timescale which had led to considerable financial loss. It was noted that the newspaper had initially been arranged as a loss leader for the shop but those residents who we provided papers for consistently refused to purchase any other items it was agreed to end supply as the same applied to the provision of newspapers.

Action: It was agreed that the café should take any items it would be able to use and the remainder should be sold at half price with any that are left by the 19 July would be donated to a food bank.

It was agreed that the fridges should be moved into the café and that we should explore the purchase of a glass top freezer for the ice creams with the current fridge being sold

Electrical work to move the fridges

Action: JM will arrange for the electrician to put in extra plugs for the fridges

All changes to be completed by the 19th July

Opening times and shifts

It was agreed that we should move to three shifts with their distinctive menus. It was pointed out that the managers hours would not cover the full period. It was considered that the manager should cash-up and close Earlams so as to ensure that it is prepared for the next day with a list of goods needed from Lidl sent to the appropriate volunteer. It was agreed that there were sufficient volunteers able to open up in the mornings. Following discussion, it was agreed that the shifts should be 9 to 11-30 [although some volunteers may only come for 9-30] 11-30 to 1-30 and 1-30 to 3-30 with the closed down cleaning starting at 3-15 but drinks machines left on for take away drinks.

It was agreed that the weekend would follow a similar shift pattern with different weekend menus for the first two shifts

Action JD to inform the cleaner of the time changes

Gallery

HW reported that there had been new artists asking to display in the shop and the changes would be positive in promoting a wide range of crafts. IT was agreed that the display cabinets be re-sited back in the cabin. Following a successful craft day, it was agreed that the Christmas one should be on Sunday 28th November.

Forms

Due to the high expense of printing forms on the small printer it was agreed that forms should be sent to the printers to save money and time. It was noted that the current printer is not working and that a new one be purchased to enable simple copying to take place.

Volunteers social to again bring back volunteer

After discussion it was agreed that a 'Garden Party' social be held for volunteers and their partners on Saturday 24th July at 4.00

AoB

There was no other business