

Minutes of Earlams Management Meeting
Wednesday 4th August 2021

Agenda

Apologies

Minutes of the last meeting – points arising

Financial Presentation

Use of funds: Gallery display material

Toddlers' discovery area

Bowling Green

Pathway to rear near phone box.

Apologies given: Jean, Jo, Richard, Helen, Andrew. **Present :** John, Jan, Amanda, Peter, Liz.

Points arising from Minutes: The Wifi has been upgraded and is working more successfully. Both tills are now connected.

The shop fridges have been moved to the café and alterations to the shop are completed.

All forms used in Earlams have now been professionally reprinted.

The Garden Party was very successful.

Open Craft Day date – 28th November.

Earlams' opening times are now 9.00 – 3.30. From 1.30 – 3.30 (last café shift) only cakes, biscuits and drinks will be available. If volunteers wish to continue some of the lunchtime menu, they may do so.

Financial Presentation: Amanda presented a first draft of the balance sheet and profit and loss as of 31st July 2021. Many thanks to Amanda for these and explanations given. Amanda will attend Management meetings quarterly.

Use of funds: Display cards for the Gallery have been purchased.

The Toddlers' discovery area is moving forward. John is awaiting the Bowling Green project to be accepted by the NT. Further information has been sent to them.

The pathway to the rear of Earlams near the phone box is to have a tarmac covering.

Other possibilities for using any profit Earlams makes should continue to enhance our community inclusion. E.g. re-introduction of workshops, maintenance and refurbishment of Earlams, toddler area, bowling green.

A.O.B : To ensure greater accuracy between daily takings and Z readings at the end of the day - **John will ask Jo to check the cash in tills each morning.**

To enable further accuracy on tills – signs saying 'card payment preferred' will be placed in the shop and café. **Jan to do.**

A till training programme needs to be in place for new volunteers and any others who feel they need it. **Jo to initiate.**

'How to' sheets that were once used are to be re-introduced. **Jo (in collaboration with Jean, Liz, Jan)**

To further support volunteers at the weekends Charlotte and Daniel will be asked if they can increase their hours. **Jan to contact them.**

