

EARLAMs MANAGEMENT MEETING

29/09/2021

Present: John Novak, Jo McDonald, Liz Jones, Jan Dixon, Andy Hewitt

Apologies: Helen White, Jean Burke, Rick Walker, Peter Weigh

Agenda:

1. Minutes of last meeting.
2. Manager's Report
 - Café
 - Shop
 - Volunteers
3. Update
 - Slip incident – Safety issues
 - Craft Fair – change of date - 7th November.
 - Play area
4. Volunteer Social
 - Folk Night - 20th November
 - Christmas - 18th December
5. Christmas Closure
6. AGM
7. AOB

1. Minutes of the last meeting were accepted.

2. Till training continues to be a priority. Alterations to the café till are needed. Gardiff will be contacted once it has been decided what is required.

VAT is now 12.5% and will increase to 20% in April 2022. Prices for both café and shop need constant checking to cover our costs appropriately.

'How to sheets' are also a priority to encourage consistency for volunteers.

The system of recording training and other paper work used in Earlams needs further attention. ACTION: John, Jan, Liz, Jo will meet Wednesday 6th October to work on these issues.

First Aid training needs to be arranged for Jo and 2 more volunteers.

Jo has arranged a Café meeting for ~~30th September~~. Suggestions for a winter menu will be asked for. (Note since meeting- the café meeting postponed to October)

Shop meeting – to be arranged.

Jo reports that there are a further 2 new volunteers.

Jo made a request for some type of covering from the café to the cabin, particularly through the winter months. John will investigate.

Visual checks of the outside environment of Earlams need to continue regularly during the day to ensure all is clear, clean and safe.

Jo to let Andy know when she requires the leaf sucker for outside.

Jo will email and ask volunteers for help when daily cleaning is needed (when Angela is away).

3. Details of the slip incident were sent to the insurers on 18th August. Liz is awaiting a reply. A small group from management will brainstorm our safety procedures and revise if necessary.

The Craft Fair date is now **7th November**. Helen will overview arrangements.

John will send the information to the Coop regarding how the grant for the play area has been spent. The play area is almost ready for use.

4. The Folk Night on 20th November will be open to volunteers only. Drinks and nibbles will be available.

The celebration for Christmas will be in the morning of December 18th. Grace Notes will again perform.

5. Christmas Closure for Earlams will be from **Thursday 23rd December 2021 to 3rd January 2022. Earlams will reopen as usual on the 4th January 2022.**

6. The AGM for Earlams will take place mid January 2022. The precise date will be announced at a later date.

7. Jo will be taking holiday entitlement in November. Her request will be emailed to Liz and Jan giving precise dates.

Meeting closed at 7.30.