

**Styal Village Community Store t/a Earlams**

**Management Team Meeting**

**Tuesday 21<sup>st</sup> June 2022**

Present: John, Liz, Jean, Andy, Ray, Jo      Apologies: Helen, Amanda

Agenda:

Minutes of previous meeting and matters arising

New Management Team member

Finance update

    Tips expenditure

    Rising costs

Cafe /Shop update

    Till training

    Software update

Work Experience

    Process

    youngsters volunteering

Funding agreements

    SVA activities

    School

    Environment

Volunteer socials

AOB

    Induction booklet

**Minutes of the meeting** held on 11<sup>th</sup> May were agreed as a correct record.

**Matters arising**

Manager training

Jo is undertaking the online training and will complete by end of June.

Volunteer training events

Jo will advise volunteers of details of the training on 27<sup>th</sup> June which will look at menu consistency and the plans for a temptation table.

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#### **Expanding the Management Group**

Ray Cullen was welcomed as the new member of the Management Group. Still a need for a secretary, suggestions welcome.

Liz will amend bank details for new members of management group and meeting agreed that Amanda can be added to access for online banking.

#### **Finance Update**

##### **Tips expenditure**

Amanda records income and expenditure in detail so that can produce reports showing that tips income from 1<sup>st</sup> August to 30<sup>th</sup> June amounted to £730 and expenditure on volunteer social events totals £1036.

##### **Rising costs**

We continue to monitor costs and are aware that utility bills will be much higher this year and will require monitoring of use of heaters in cabin to reduce waste when customers switch heaters on and then others open doors/windows as too warm. Liz to obtain further details about the calculation of the daily average of the overheads.

#### **Café/Shop update**

Jo reported on steady increase in volunteer numbers and the plan to relocate the cake/biscuits servery area, joiner expected this week.

Six volunteers had received training by Gardiff in updating till menus/PLUs etc and the meeting agreed that only these volunteers were to make any changes to the system. Gardiff to re-set manager code so that programmes can not be accessed as errors in adding to the system made it difficult to retrieve information in consistent form.

Gardiff also advised that software requires an upgrade as the tills not updating all information. Liz is obtaining an estimate and meeting agreed that work is necessary.

#### **Work experience**

##### **Process**

Jo will liaise with schools and explain we can only offer 3 day placements when manager is on premises. Schools are responsible for the paperwork for work experience and should contact Jo to discuss placements and will need to see our risk assessments and insurance certificate. The pupil should meet Jo for an informal interview before the placement commences. The pupil will be provided with a clean Earlams apron to be left on site.

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#### **Youngsters volunteering**

Jo is aware of application process for school age volunteers, e.g., Duke of Edinburgh scheme placements and the forms that are to be sent to Cheshire East. Liz had confirmed with Cheshire East that their forms are to be used based on our address not the home address of the young person. Young people are to be made aware that they are obtaining experience of a working environment and are expected to show commitment and punctuality. A charge of £10 will be made for a new apron which the young person can keep at the end of their volunteering if they wish.

#### **Funding agreements**

##### **SVA activities**

Management had agreed to donate funds to SVA to support the village Jubilee event but need to make SVA aware of need for earlier communication of such requests. Whilst we can support with the offer of prizes in form of tokens for use at Earlams we need to consider any other forms of support in the context of our own bids for funding from external organisations. Ideally village events should involve representatives from all local groups. John to write to SVA.

##### **School**

Meeting agreed that Styal Primary is a vital part of the community and as such we will offer support for this age group. John to discuss with Headteacher what form this might take.

##### **Environment**

The toddler play area is a welcome addition and in regular use. Bids have been submitted to Co-op and Airport to fund the further development of the bowling green and petanque. The plan is to use sleepers for the perimeter and to prepare in Autumn.

#### **Volunteer socials**

Ideas to be considered for outings for groups of volunteers, theatre, RHS garden, Boundary mill, Chester races etc.

#### **Any other business**

##### **Induction booklet**

This had been revised and circulated for comment and will now be printed for each volunteer to have a copy as a reminder of our procedures.

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Website enquiries

Liz will provide initial response to any email enquiries that arrive via website to acknowledge message and pass to relevant person to respond.

Grill

Jo asked about an additional grill as weekends are challenging in providing full breakfasts for customers, particularly when a large group ideally need serving at the same time. John to look in storage area as we may already have a small grill.

CHAIR SIGNATURE:.....

DATE:.....