

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

## **Management Team Meeting**

**06 November 2023**

Present: John Novak, (Chair), Liz Jones, (Treasurer) Amanda Williams, Simon Williams, Andrew Hewitt, Helen White, Shirley Hill (Secretary) Richard Walker, Jo McDonald, Ray Cullen, Jan Burke

Apologies:

### **Minutes of previous meeting**

Minutes for 26 July were accepted as a correct record and signed.

### **Matters arising**

- Leak in Gallery – still needs action but looking for a plasterer
- Café meeting had taken place and Jo is to arrange shop meeting
- Furniture still need to determine quantity needed and then obtain quotations (JM)  
JN will look at replacing safety catches and the adjustable screws to level tables
- Window in side wall needs to be replaced

### **Finance report**

Amanda provided end of year accounts although a few minor updates needed, Completed accounts to be ready to send to shareholders prior to AGM. Main changes are to wages , heat and light. Still profitable. Thanks very much to Simon and Amanda.

### **Annual General meeting arrangements**

AGM date agreed for 12 December at 7 pm in the cabin. Secretary to send invitations to shareholders with final version of accounts. John would like to stand down as Chairman.

### **Grants**

Co-op has granted £1700 to be used on the field. Boules pitch to be built.  
NW rail community - no grant received.  
Possibility of a airport grant.

### **Cafe Review**

- More volunteers needed as there are gaps in the rota.
- Need 3 people behind the counter
- Need some younger volunteers
- transport - Andy lent Jean and Jo a car for 3 weeks to do shopping. Discussed the issue and Jo to try online shopping. Remind volunteers that we pay mileage if they go shopping. Could also try Uber or taxis.

### **Gallery Review**

- ticking over ok.
- a few new crafts people
- Christmas event on 26 November 11.30 - 15.30 - 3 small stalls inside and gazebo outside for wood stall
- linked in with SVA Christmas Tree Light switch on

### **Shop Review**

- need more volunteers in the shop. Denise to check dates every Friday.
- issues with money not balancing in the till
- discussed more CCTV monitors and maybe extra cameras. John to speak to Darren.

### **Volunteers Handbook**

- Induction book to be updated to become an operating handbook.
- need to update job descriptions and arrangements for leave

### **Christmas Closure**

- agreed Christmas close down after close of business Friday 22 December. Reopening 02 January.

### **Events**

- Christmas Craft day 26 November
- Carol singing - Grace Notes 09 December - mulled wine and mince pies
- volunteers Christmas Meal 04 December - 16 people booked for the bus - £100 plus tip
- 10th anniversary 21 July 2024 - ideas? Earlams badge for aprons?

### **Any other business**

- a few Coronation glasses available - Andy to take one to Judy Gardiner