

Styal Village Community Store t/a Earlams

Management Team Meeting

10th July 2023

Present: John Novak, Jean Burke, Liz Jones, Amanda Williams, Simon Williams, Andrew Hewitt

Apologies: Helen White Shirley Highfield, Richard Walker, Jo McDonald, Ray Cullen

Minutes of previous meeting, 16th May were accepted as a correct record

Matters arising

- £363 donated to Christie's Raffle to remember Wayne Dux –copy of group receipt on display
- Leak in Gallery – still needs action but looking for a plasterer
- Café meeting had taken place and Jo is to arrange shop meeting
- Coffee machine purchased and in use – old machine to be sold (JM)
- Furniture - to determine quantity needed and then obtain quotations (JM) JN will look at replacing safety catches and the adjustable screws to level tables.
- Code of conduct discussion with volunteer – update needed
- Recruitment poster had resulted in 4 new volunteers

Finance report

- Profit and Loss report for year to 30 June and comparison to same period last year. Show Increase in costs has impacted on operating profit. Agreed that after end of financial year will review the day-to-day costs and review menu prices accordingly.

Management of time and resources

- Agreed to simplify the menu for summer months so that last shift offers only any remaining baguettes, cake and drinks. This removes need for volunteers to prepare/cook items and therefore straightforward serving leaving manager free to leave café to work on management tasks every afternoon.
- All volunteers to be reminded that unlike domestic setting we can not freeze any fresh meat etc, only meat etc bought as frozen to be stored in freezer.
- Any item opened and placed in container in fridge must be immediately labelled with use by date
- Menu to be simplified so that no longer serve panini/jacket potato/soup
- Cake to be displayed on “table of temptation” as originally planned so that customers can self-serve items.
- Review shopping at Costco so that restock every 2 weeks, ask if any volunteers willing to do the shopping (mileage will be paid)
- Health and safety checklist to be completed each week

Insurance

- Annual policy renewed and Employer Liability Certificate on display.

School and churches 200-year celebration

- Earlams had been thanked for their financial contribution that enabled the event to proceed.
- Terry Waite had opened the event and spoke of his memories of Styal school and has since written to thank Earlams.

Volunteer Social BBQ Friday 4th August 6pm

- Social event for volunteers and partners – please sign sheet if wish to attend