

**Minutes of the Meeting of the Cottage Management Committee  
held on 30 November 2021**

**Apologies for Absence** : Brian & Elaine

**Matters Arising** : The Volunteers Christmas buffet to be held in the new year. The Lottery visit went very well and they signed off Year 1. Final monies have been received. Enviro have also signed us off.

**Costs:**

A percentage of the wages are to be paid by the cottage from next April. We need to pay slightly more than 30% of Michelle's salary plus the part time wage. Allowances have been made for wage increases and NHI additions from next April.

The Business Rates are finally being looked at. The Parish Council are going to pay £3k towards the rates annually.

There has been a fixed deal taken on the gas and electric for three years. £300 a month. Broadband is £60 a month.

Maintenance will need adding to the budget, a sum of £1000 a month was suggested.

Most of the purchases are guaranteed for 12 months so after that we may have to budget for repairs or replacements.

CCTV is to be set up to see the road, the building, the doors and the front wall in case of vandalism.

**Employment:**

Michelle has still not signed her contract. Jane will remind her to return it.

There are three applicants for the part time job. The advert has been extended for a week and then they can start after Christmas.

**Buildings:**

Michelle would like some smaller tables for outside. Two potentially. They are about £400.

Some extra lighting is needed upstairs, Michelle will organise some standard lamps.

One of the cabinets cannot be lit as there is no plug behind it.

The blinds are on order for the velux windows.

The noticeboard will arrive soon.

**AOB:**

A loyalty card has been suggested for regulars with a stamp.

There are concerns about making drinks at meetings in case the fridge should not be closed correctly afterwards.

Alcohol on the premises was discussed. The rules prohibit some of the events that we could potentially organise. The options are to be investigated.

Next Meeting Tuesday 8 February 2022