**Minutes of the Meeting of the Cottage Management Committee**

**held on 22 August 2023**

**Apologies for Absence** : Kevin O’Sullivan

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The committee welcomed Caroline Colley to the meeting, she began her new role as Site Supervisor three weeks ago.

**MATTERS ARISING:-**

Some young volunteers have been signed up, 14-16 year olds. Jennie is just waiting for their formal ID. Toby is waiting for exam results this week and he is employed as a 16-18 year old.

The advertisement for an apprentice has been released this week and all the volunteer leaflets have been issued. Apart from possibly gaining us volunteers we hope that they may encourage churches and undertakers to use the space for events.

Joan Aitchison is returning to the café with her watercolour classes.

The baked potato machine has been bought by the Parish Council.

The refrigerator is still making a noise, the engineer has visited and is happy with the sound it is making. He says the noise means it is working well.

**CAFÉ MANAGER’S REPORT**

The café is now open 5 days a week, still between the hours of 10 and 2 but hopefully these will increase from September when staff and volunteers are back from holidays.

The jacket potatoes are well received and popular with chilli filling. Other flavours are being experimented and new soup recipes are being tried.

There has been an “on the spot” EHO visit today which appears to have gone well. She was impressed with how clean & tidy everything was, she was very happy. There is just some paperwork to complete and we should have the results in about two weeks. Jennie is hopeful we will retain our 5\* status. The committee thanked Jennie and all the volunteers working today as the inspector arrived at the busiest time.

Everything else is going smoothly. Jennie is investigating gluten free sausages and as long as they are good, the full English breakfast would be entirely gluten free.

The new cake supplier is popular.

**SITE SUPERVISOR’S REPORT:-**

Caroline has been very busy reading all the files and getting to grips with everything. She is waiting to meet the volunteers to set the systems into place.

**CHARITY TRUSTEES MEETING:-**

Pat is still hopeful that the Charity will take over the café from October. The Parish Council really need a date to aim for, even if it is beyond this.

There are apparently enough defibrillators in the village and should the café need to use one they would have to send for the one from Broughton Club. The only other alternative is to raise money to buy our own. This would be in the region of £2000 plus maintenance.

**FINANCIAL ACCOUNTS:-**

We are now officially VAT registered and the VAT is paid up to date.

The hope is now that the staff costs will stay static and the café takings will increase.

The gas account has been under estimated so Peter is now sending a reading every month.

Despite the loss in July, the figures are now moving in the right direction. There have been some issues, but these are now resolved and we hope that the Trustees will look favourably on that.

**AOB:-**

The Broughton Parish Community Parish Website needs somebody to run it and update it regularly. Potentially Jennie, Caroline and Peter will get together and re organise it.

The signs for the gates have been ordered. Jane is to write a thank you letter to say how much we appreciate the signage.

Michelle is in touch with the Social Prescribers and is confident something will come of this initiative.

**Next Meeting : Tuesday 3 October 2023 at 7pm**