

## **Minutes of the Cottage Management Committee held on 14 September 2021.**

Apologies for Absence : David Mills & Elaine Rankin.

The snagging list is done and the final invoice has been received. Only the external painting is left to do but this could be in the Spring. The café sign will go up when the painting is complete.

The Parish Council have made a donation of 10k to the Cottage funds.

Michelle is employed at the moment for 30 hours but it is going to increase to 37 hours.

This committee is now official! It must always have two PC members. Michelle will report to us. We will meet every 6 weeks, preferably the week before the PC. The lottery require a report from us every 6 months.

The café now has 19 volunteers and they have all passed their Food Hygiene Certificates. More are needed but hopefully will appear!

There is still a delay with the card machine from Santander. We still do not have a rateable value. We have not been able to appoint a caretaker or cleaner. Michelle is hoping to organise the latter with a local firm.

Bookings for the building are to be made by Michelle until we have a caretaker. The first community meeting has already taken place. Hopefully there will be a whiteboard &/or projector installed upstairs for meetings etc.  
Ben Wallace MP, the local scouts and a German Class have all made enquiries.

Events will need to be organised by someone other than Michelle. Jane is happy to do this. The first café event will be a MacMillan Coffee Morning on 24 September.

Regarding younger volunteers, Pat has checked our insurance. Anybody over 14 years as long as they are involved in a a scheme such as The Duke of Edinburgh Award. If they are not on a scheme then they must be 16. They are allowed to work up to 4 hours but must be given a break.

Capitol Purchases made in the future have to be decided re where the funding will come from. Whether Parish Council money or Cottage money. Purchases of under £500 need 2 estimates and over £500 need 3.

We potentially need a volunteer representative on the committee, we will wait to see if Elaine is willing to do this at the next meeting.

It was decided that dogs would be allowed in the smaller of the two downstairs rooms, for a trial period of 6 weeks.

There must be no smoking anywhere on site.

The next meeting is on Tuesday 19 October.