**Present:**

Trustees: Andrew Wilson (Chair), Chris Dew, Gemma Johnson, Harry Landless, Peter Burton (Secretary)

Guests: Jennie Kingham (Cafe Manager) Julie Singleton

Apologies: Sarah Bunting, Leila Eccles

Andrew opened the meeting by giving the apologies and welcoming Jennie as the new cafe manager, and Julie the assistant

Andrew Explained the purpose of the charity, and the structure of the cafe, and that the Charity will take on the running of the cafe from the Parish Council, and may look at buying off the Parish Council. No date has still been set for this, and when it does happen all employment will be moved under TUPE. This was followed by a discussion on the progress the cafe is making under the new manager. Chris raised the question about volunteers expenses, and whether these should be classed as wages, together with whether the youngsters should be registered with Lancs CC. Action Peter & Jennie are to look into how the young volunteers are recorded

A discussion was then held on the Budgets: Chris raised that even though GP% is improving that losses are still being recorded. He also asked if wage costs could be moved in the management accounts to show profit/loss after wages, and before expenses **ACTION:** Peter will Amend the layout of management accounts

Jennie reassured the trustees that she is aware of the required gross profits and with the cafe moving towards 5 days opening hopefully sustainability for the cafe will be achieved.

Gemma mentioned that she was still missing the trustees talents for the proposed register **ACTION:** Gemma will coordinate trustees talents

Andrew and Gemma, are looking into grants to assist in the purchase of the cafe. **ACTION: Andrew will contact Pat to check potential grants have not already been utilised**

Andrew has undertaken online trustee training and recommends that the other Trustees do likewise. The cost will be paid from the Cafe training budget.

A discussion was had as to whether the cafe should have a public difibralater on site. **ACTION:**  Harry will look into Defibralaters

It is decided that the charity will look into having a different accountant than the Parish Council. Chris has a couple of contacts **ACTION:** Peter will draft the requirements for the accountant and forward to Chris for his contacts.

It has been noted that the Charity Commission reporting date does not match the current cafe reporting date. **Action** Peter will look intom whether the Charity commission reporting date can be changed to coincide with the cafe date

The next meeting will be Tuesday 5th September at 7:00 at the Cottage.

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| **Signed:** | **Date:** |