****

**Present:**

1. Trustees: Andrew Wilson (Chair), Gemma Johnson, Harry Landless, Sarah Bunting, Leila Eccles, Barry Moore

Peter Burton (Secretary)

Caroline Colley (Site Supervisor)

1. Apologies: Chris Dew
2. Due to a misunderstanding between the Chair & Secretary the minutes for the meeting of 7th May have not yet been distributed, These will be sent out before the next meeting.

 4) Harry reported that they are still looking for applications for Manager. He currently has 2 potentials to look at. The advertised closing date is 14th June, and hopefully interviews will commence shortly after.

 5) As the Cafe is now under the control of the charity salaries do not have to be tied into LALC rates. It was decided to offer all staff a 3% pay increase backdated to April.

Harry is aiming to carry out appraisals with the staff over the next couple of weeks.

 6) The Parish Council have offered a grant of £25,000 towards the paddle courts from their CIL budget. It was agreed to accept the grant.

 7) It was appreciated that there were still some shortfalls regarding the website. Andrew & Caroline had met wit James Reilly of Easywebsites and are now in a better position for making changes to the website. Leila & Gemma raised various areas where it was felt that the website could be improved. It was recommended that everyone could look at the website, and send any comments to Caroline. It was also agreed that communication with Caroline could be improved

 8) a) Andrew updated on the transfer of the Lottery from the Parish Council to the Charity, and got Leila as Vice Chair to complete and sign relevant forms

 b) Leila will look at all the Staff Contracts, with Andrew

 c) Peter explained the trading figures for April & May.

 A business model produced by Chris and Andrew was looked at. Comments were made particularly with the staffing costs. It was agreed that this plan should be reviewed and brought back to the Trustees

 d) All staffing issues had been dealt with earlier in the meeting

 e) Gemma mentioned when looking into grants that they tend to need to be specific rather than generic.

 f) Sarah reported no problems with volunteers, but said they like reassurance of stability. As always more volunteers would help.

 9) Gemma and Caroloine were going to look into an instagram account.

 10) The next meeting is Tuesday 9th July 2024 @ 6:15 in the cafe

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