

## **Report to Charity meeting**

### **Overall progress**

After discussion with the Charity Committee on 27th November, the Trustees confirmed that they were content for the proposed service arrangement with Sarah Myers to proceed in compliance with clause 8 of the Lease Agreement and John Heal confirmed the insurance arrangements that would apply under the service agreement and the agreement with Sarah was then signed.

While the run up to Christmas and the first week of January was slow, the cafe has been busier since the term started and the takings are increasing. Management of the day-to-day running of the cafe and shop are Sarah's responsibility, including supplying the cafe and stocking the shop, managing the volunteer rota and managing the staff. She reports to the Management Committee on this. Suzie Walton continues as Treasurer, and is overseeing the reports on finance. Cashing up sheets have been adapted following the changes to the till system.

It was agreed that the cafe would be expanded and the shop area reduced, and this plan was implemented in early January. The till area has been changed, and the new till installed. The menu has been revised, and will be gradually expanded. Sarah is available to cater for Village Hall events, and has done several events already. These are separately managed by Sarah, not part of the contract with the shop and cafe.

It is planned to increase the seating in further the cafe and reduce further the shop space. Smaller tables will be introduced.

**Financial overview:** to be presented at the meeting.

### **Staffing**

Emily continues to work four days a week, and Sarah is providing paid staff for the remaining two days. Barbara manages Wednesdays and Saturdays, and Sarah arranges with Jo and Jackie when additional cover is needed, or when baking is to be carried out on the kitchen for the cafe. Volunteer attendance is picking up since the holidays, and volunteers are getting better at putting their names down in advance. Sarah intends to extend opening hours if possible, and to open on Sundays. As we know, we cannot staff the cafe with volunteers only, so this will depend on increasing revenue in order to pay staff.

### **Any issues around the building and shared use**

There are potential issues around responsibility for hygiene standards of the kitchen if it is used by hirers without supervision. As the use of the kitchen expands to provide a good cafe service, it is not feasible to share the small kitchen space while the cafe is open.