

Trustees Meeting 1st June 2023

Present Mark Leggett (Chair) Kim Bond, Karl McAlpine (Treasurer) and Brian Kite (Secretary) and Mandy McKenzie (Manager).

1. The Trustees considered bids from three companies to provide Emergency First Aid Training for Staff. The successful bid was won by Tutor Care. Mandy will arrange the session with Tutor Care and Staff.
2. General Staff Training was discussed with specific mentions for:
 - Firewarden
 - Health and Safety in the workplace
 - Food Hygiene - some members of Staff and Trustees have Food Hygiene Certificates.
 - Lone worker
 - CoSH (control of substances hazardous for health)
 - Manual Handling
 - Bar managementThese will be arranged over time.
Ensure Staff handbook familiar to all Staff and Trustees. BK
3. Coffee Shop
 - The Coffee Shop is to be launched on First Saturday in July (1st July)
 - In order to expedite the Coffee Shop opening the Bar Area will be closed for the whole of July, except for Hall bookings, Bingo and Quiz Nights, Friday Evenings, Saturdays - afternoon till close and Sunday afternoons / evenings and any other events organised by the Residents Committee. This will limit the areas to be cleaned.
 - Our aim is to segregate the two businesses.
 - Simon Hall is to be approached to design publicity material.
 - Shrubbery between walled patio and the park to be trimmed.

 - Equipment needed
 - Large 'A' Boards for the Redway and Millers Way,
 - Stencil wall between the Hall and Toilets
 - Blackboard with handwritten daily menu between Hall and Manager's Office.
 - On left hand side of the patio four posts and shade sails.
 - possibility of all weather Bistro type tables to be sourced in future.
 - All Staff to wear black aprons with appropriate logo. Suggest 1st Avenue Supplies
 - Denbigh Bletchley. Food prep gloves and hair nets to be worn.
 - Purchase large plates and sharp knives from Ikea.
 - Opening times 09.30 to 14.00 and possibly to 16.00
 - No food to be consumed in the Bar area – see above.
 - Loyalty Card buy five drinks and get one free.
4. Menu:
 - Breakfast:
 - Bacon, Sausage, eggs, hash browns, tomatoes, baked beans and mushrooms and Vegetarian option.
 - Children: Cereal boxes, toast and Jam, yoghurt, waffles, pancakes.
 - Lighter options: Waffles, Pancakes, omelettes, poached eggs, eggs Benedict, bagels.
 - Shop via Brakes or Waterdene.

Lunch 11.15 to 14.00

Jacket Potatoes / Sandwiches - Tuna, egg, cheese, ham, salad, coronation chicken.
Lasagne and Chili

Afternoon Tea 14.00 to 16.00

5. Tasks

Deep clean of Kitchen and Club. Ideas: Staff in down times/ Trustees / Volunteers. KB to investigate professionals.

Club clean at least 2 hours per week. After functions 1 to 5 hours.

At the end of coffee shop toilets and floors to be cleaned.

Wallpaper and crockery – large dinner plates KB

Recruit more staff via job Centre Colleges and University

Commence Full English Breakfast Sunday 4th June. Take orders during Saturday.

6. Wedding bookings are increasing.

7. The form of the opening is yet to be discussed.

The above are initial teasings out of the path we need to take. Hopefully we can outline these plans to the Residents Committee at a meeting to be held on Tuesday 6th June at the Club.