

## Upper Eskdale Development Group Directors' Meeting 06/07/2016, at the Hub

Please note: Actions in **Bold**

Present: Becky Peloso, Victoria Long, Jennie Mills, Jock Miller, Bernard Provost, Lodro Dorje. Nick Jennings also attended briefly, to present his report.

Visitor: Ken Porter

Apologies: David Milburn

Conflicts of Interest: None

Minutes of previous meeting: These were passed by Jock and seconded by Jennie.

Matters arising: Fan: this is still broken and we are trying to get advice on the best way forward. Donald Aikin of FLN Consulting Engineers has been advising. However a report would cost £625 & £350 for a design +VAT. **Jock following this up.**

Reports:

*Affordable Housing and Windfarm - Nick Jennings:*

Nick attended and gave an update on the situation with both projects. His report is attached. He requested the board to ratify the drawdown of the £14K for the Housing Survey. **This was agreed by the board.** It was also suggested that a working group be set up with at least one committee member to work with Nick and Vin Harris for both the Windfarm and Affordable Housing. The board agreed to do this but deferred the decision on which members should be involved until **the next meeting.**

*Cafe Reports – Tanith Laing and Pam Carruthers:*

It was decided that these should be gone over when considering the Agenda item on the future way forward for the Café and Hub.

*Playground – Victoria Long:*

The Planning Permission had been received and applications to grant making organisations were underway. A Fun / Fete was being planned for Saturday August 20<sup>th</sup>, at the Hub to let people know about it, have fun and raise some funds for the project. At some point in the next 4 months (before November), the bike rack should be moved.

### **Agenda Items**

Making decisions at meetings:

It was agreed that we should ensure that all board members opinions should be heard when making decisions at meetings.

Find a sustainable way forward for the cafe and the Hub (with help from Finance Reports and Six Monthly Summary).

The financial information provided by Lodro Dorje was studied. Everyone gave their ideas on how best to deal with the consistent monthly loss. It was decided that **all those present** should write their ideas down **and send** them to David Milburn CEO.

Core areas of responsibility of Directors.

David had suggested that each member of the board take on the responsibility of a certain area of the organisation's work. He had divided this up as follows:

**The following was agreed:**

**Bernard Provost** would do what he could with regard to HR disputes and difficulties, though his time is limited. There remains Staff Management / Recruitment which **Victoria** agreed to take on.

**Jock Miller** took on: Premises and all matters related.

**Becky Peloso:** Marketing & Events

**Jock Miller:** Café/Retail & Sales

**Jennie Mills and Jock Miller:** Finance & Legal

**Victoria Long :** Corporate Responsibility / Trust Management

**Becky Peloso:** Community Engagement / Communication

Time in Lieu:

Since we should not nor can we afford to pay overtime, we should set up a Time in Lieu procedure. It was agreed that the **Administrator should self-manage** and the **Kitchen Staff be managed by the Café Manager**. A Time in Lieu form could be set up to keep a record of time to be taken in lieu.

Suggestion Box: this was not dealt with.

Any Other Business:

- After agreement from **Ken Porter**, Jock proposing and Victoria seconding Ken Porter as a director. This will take place after the usual procedure had been followed. Ken had expressed interest in taking responsibility for Business Planning and Development.
- E Cigarettes - whether to allow the smoking of them in the Hub  
It was agreed that each situation could be assessed as it arose and that the **Bar Staff** could deal with the situation, or **anyone else working in the Hub** if it became a nuisance. It must be sensitively dealt with. It was decided that this **should be included in the bar training**.
- Licence for Hub: We are still looking for a person to take this on from Nick.

**Next meeting: 3<sup>rd</sup> August, 6.15pm**

Victoria Long, Secretary.