**Upper Eskdale Development Group**

**Directors’ Meeting 10/02/2016, at the Hub**

*Please note: Actions in* ***Bold***

Present: Victoria Long, Becky Palosi, Nick Jennings, Bernard Provost, Jennie Mills, Tanith Laing, Jock Miller.

Apologies: Scott McCarthy, Lodro Dorje, Angelo van Hoppe.

Conflicts of Interest: None .

Minutes of Previous two meetings: (13/01/16 & 25/01/16) The meeting of 13/1/16 was read and approved by Jock and seconded by Jennie. Those of 25/01/16 were also read and approved by Jennie and seconded by Bernard.

Matters arising from the two Minutes

1. Health & Safety Policy: It was noted that due to the issue of personal safety no-one should work in the Hub on their own. If on their own, they should deny visitors, except for casual visitors. **Sharon is the** responsible officer for Health & Safety.
2. Pat testing : this should be done annually on all electrical equipment and is now due. Quotes from specialist PAT testers should be investigated **online by Sharon**.
3. **Jennie** is still to check the incident and accident records.
4. Manager /coordinator’s job: There have been no applications so far. Extending the advert was discussed. **Victoria** will discuss the possibilities of this with Nick Jennings. **She will then inform Sharon.**
5. Nick still has a master key for the whole Hub. **Victoria** will ask Nick for it.
6. Lighting: Sharon has contacted Margaret Poole about her Trust that could potentially provide funds for new lighting in the Hall. **Sharon & Victoria** will complete the application.
7. Keys: **Sharon** agreed to get fobs for every spare key in the Key Cupboard. It was agreed that these should be kept in the back room, preferably in another key cupboard, or a box.

**Agenda Items**

Administrators report: This was read through and items discussed. Sharon has been receiving some Mentoring through our Employment Engagement Officer. It was noted that she had been advised to keep a record of what she does hour by hour. It had also been suggested that the bookkeeping should be a separate job if possible.

TV: Bernard will talk with Gary about the possibility of having his TV, which he does not need. We can’t afford Sky, but regular channels have enough sport.

Access to bank accounts: It was decided to allow Nick access to read the online accounts, indefinitely.

Selling tobacco: the majority voted in favour of selling tobacco in the Shop (risslers and tobacco rather than cigarettes), but to wait until the Shop is up and running.

Hiring kitchen manager: It was agreed that we should employ Pat if possible. **Victoria** will put together a list of things that we would want from a person in the job. **Jock** will discuss this with Michael who introduced us to Pat.

Kitchen News: To get an award for the kitchen, Tanith needs to do some training. This is available in Cumbria. **Tanith is looking into this.**

Shelving for office: Jock will make a plan with Sharon and order the shelving. We will make a request for a volunteer to put this up.

Other jobs that need done: **Victoria and Sharon** will make a list of these. It was agreed that we should get quotes for them.

Wall: We were informed that Frances is moving. It was decided to shelve the matter until further notice.

Sound Proofing: The materials have been received and **Jock and Andrew** will be doing this soon.

Branding: it was agreed that this was important. Since those present were not sure that the fonts that had been used on the Newsletter and Events leaflet should be those that we should consistently use, **Becky** offered to do some more research into fonts and have a chat with Nic Maasz.

It was decided that we should ask the community for suggestions for a new logo for The Hub. **Victoria** will take this forward.

Landscaping: Jock suggested a big post and hanging piece and a cross sign should be placed on the other side of the road and that tables and chairs are put at the front.

It was suggested that Lenny Jewitt be asked if he could think of an idea for the sign.

It was also suggested that the back of the prehistoric trail sign could be used for a sign for the Hub.

Insurance: **Jock** will clarify with Nick what has to be done. **Sharon** could currently be responsible for the insurance which has been renewed.

Key for Steve Scofield: It was agreed that Steve should have a key. He will need training from **Sharon.**

Shop Report: It was decided to stick with the design using apple boxes. Jock had received some quotes for screens to make it secure. They cost £50 each and we need two.

Becky will be the Shop Manager. After some discussion, it was decided to allow a maximum of £500 for fixtures & fittings & £500 for stock. **Becky** is looking into the stock. **Jock** is dealing with the fixtures and fittings.

Prehistoric / Heritage Report

The board were updated on the progress of this project, with UEDG taking on the responsibility for the Trail and exploring the possibility of other sites being made available.

**AOB:**

Safe Key: It was felt that it would be advisable to have a second safe key that worked. **Jock** will look into this.

Access to the Bar out of hours: It was agreed that the drinks fridge should be locked and that drinks would only be available to buy if the bar was attended.

**Date of next meeting: Wednesday 9th March, at 7pm.**