**Upper Eskdale Development Group**

**Directors’ Meeting 13/01/2016, at the Hub**

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

Present: Victoria Long, Scott McCarthy, Lodro Dorje, Becky Palosi, Angelo van Hoppe, Nick Jennings, Bernard Provost, Jennie Mills, Tanith Laing, Jock Miller.

Apologies: None

Conflicts of Interest: None

Minutes of Previous Meeting: (Nov) These were read. Victoria proposed that these be accepted and Scot seconded.

Matters Arising from November Minutes:

* A clicker was bought by Jock and Sharon now has this for recording footfall.
* Acoustic materials have been ordered for the Hall.
* The Fan: The outside has been insulated. The inside has to be finished and there is still a bit of noise coming from the fan.
* Sarah Foster has contacted Jock and asked if she could speak with Sharon. Jock explained that we would be advertising for the job of Coordinator/Manager but would not be taking a person on who we did not think could do the job. Nick has sent her the projected cash flow for 2 yrs., the Profit and Loss for 2015 and a copy of the job description.
* Jock has bought the dog rings and put them up.
* Left-over food will be sold off at cost and a record of what has been issued should be kept from now on: **Tanith to get a book for this**.

Tanith’ report

Refer to the report which is attached.

A sub-committee for the kitchen was formed: **Jock, Jennie, Pat Dobbins & Tanith.**

**Tanith will arrange the first sub-committee meeting.**

Matters for discussion for this committee (among other things):

* The hiring of the kitchen when it is closed.
* Our future association with Pat
* Clarification of Bistro meals.

Café Staff holidays should preferably be taken out-with busy times; between October and June.

Any holiday period over 2 weeks could perhaps be taken as unpaid leave. Tanith will discuss this with other staff.

The question arose of whether to shut on Mondays & Tuesdays in the winter. It was decided that this would damage our reputation and not be worth it.

Tanith gave Jock a list of holiday requests.

Hygiene training: **Tanith will** book for one of these and arrange for the other staff to do so too.

**Agenda Items:**

Lodro Dorje’s kind offer to take on the financial work from Nick for a year, was explained.

Lodro Dorje and Jock should be given passwords to the bank accounts: this was proposed by Scott & and seconded by Jennie.

Sharon should have sight only access to bank accounts: this was proposed by Victoria and seconded by Jock.

The new Project Coordinator/Manager job.

There is currently 137K of Lottery Funding left for the project. There are no further grants pending, except a possible 28K from DTAS for a salary for this post. We may know later in January whether this bid has been successful. If we do not find an appropriate person for the post, we will not have anyone to bring in any further funding.

It was agreed to spend around £1,000 to advertise the job through the D & G Standard, Cumbria Newspapers, Good Moves/SCVO/ Indeed, as well as First Sector First and Friends of Leader which are both free. The Sun Newspapers Scotland will put it on their website.

This will be done the week beginning 18th January with a closing date of 1 month: 19/2/2016. A short list will then be made, references of those on that followed up and interviews booked for 2 weeks later: week beginning 7th March.

Forward Business Plan

Everyone had received a copy of this.

Branding

The Sub Group will take this forward. **Nick will** give us the font used by the brochure.

(Sub-group so far: **Jock, Victoria and Nic Maasz**).

Playground

The new layout was passed round (paper copy only). This features a sand pit, beside which is the small hillock where the earth taken from the hole was deposited, covering a large drain (for play), some planks over the pit and ‘stepping posts’ around it. The plan also includes a trampoline inset into the ground and a round swing.

The neighbour’s wishes with regard to protecting themselves against potential noise from the playground will be followed up by Victoria: a hedge for Susie and Brian and the repair of the wall for Frances. **Nick will** give Victoria the quotes that Frances gave for the repair.

Shop

Shen had drawn a lovely design. Jock is working on getting materials together to create shelving. It was suggested that a **Retail sub-committee be formed**: May Reid had offered her help, and Becky and Jennie had been on an outing to visit a shop arranged by the Plunkett Foundation.

Report from Administrator: attached with events plan: Feb - August.

* Advertising: It was decided not to take up Sharon’s suggestions on the advertising. **Becky will follow** this up with advice regarding advertising: editorials, press releases, features etc.
* Advertising for the Therapy Room was felt to be unnecessary, since it depended on who in the area needed the help.
* Cost of renting rooms: This will be put on the agenda for the Finance Committee: **Victoria**
* Another ‘tab’ on the till: it was thought that this could be done and will be looked into **by Lodro Dorje**.
* Staff Meetings: These are roughly 9am every 2nd Friday. Sharon requested a board member be present. It was agreed to set up a rota: **Victoria will** send out dates for board members and offered to do the first on 15th Jan or whenever it is.
* Having a TV: we would need to find out the licensing requirements. What would be the costs? **Sharon to investigate**.
* Updating the Website: **Nick will** go over this again with Sharon. **Vic will** try and make contact with people who maybe able to set up a new one. However, we have to write the content. After it is set up, updating it will have to be done in-house. It was proposed to wait until someone new is in post. However, this won’t be until March or April (if then) and if we have any contacts or ideas they should be worked on. We should not be spending money on professionals at this point.
* Burns Supper: The board felt that people need to book. Is the cost of £10 for the dinner going to cover the cost? Jock did not think singers were needed.

Nick’s report: the board will have an extra-ordinary meeting on Monday 25th January to go through this.

**AOB**

Reports from Sub-Committees and Staff: It was suggested that all reports should be sent in writing to the board, at least a day or two before the meetings, to allow members time to read them and come to decisions about the issues. This would also save a lot of time at the meetings. This was agreed.

**Next meeting: Wed 10th Feb: 7pm**

Victoria Long,

Secretary.