

Upper Eskdale Development Group

Minutes of the Meeting on 1st April 2015

Apologies: Scott McCarthy

Present: Bernard Provost, Sue Company, Jennie Mills, Les Harrison, Susie Lilley, Lodro Dorje, Ernie Buck, Nick Jennings, Victoria Long, Jock Miller.

The Minutes of the previous meeting

There was one amendment. Bernard moved to subsequently accept the minutes. Ernie seconded the motion, which was carried.

Matters Arising

- Clarification of funding allocations from The Lottery and the Government: these grants can be apportioned to the different needs of the project. The funding allocations from these bodies are written in a broad and general way to give us flexibility. The donors need to receive a clear report of where the money is going. The lottery pay funding in arrears and receive regular claims and an annual monitoring reports. Scottish Government receive quarterly claims and quarterly reports.
- It is planned that Wendy Reid of Development Trust Association Scotland, comes to a board meeting. Sue will arrange this with her. DTAS is funded through the Scottish Government. Wendy is concerned that the Board understands their responsibilities.
- It was decided that the staff sub-committee will work on the Job Descriptions.
- Nick has sent the handbook to Sue, but Sue is not sure she has received it as she is having problems with her Broadband. She will check.

Finance and development of the Hub

A monthly finance report had not yet been completed for March. To prevent this happening again, it was decided that it would be better if we did not have the meetings on the 1st of the month since this would give more time for a Finance report to be completed. Since Scott McCarthy is unable to do Wednesdays, it was decided that in future we should have the monthly board meetings on the 2nd Thursday of each month at 7pm.

One of the activities for the development is a retail business. More time should be spent in setting this up. The board should be involved about decisions regarding business start-up.

New Staff Member

Sharon Colson, new Hub Administrator has now been in place for 2 weeks. She attends between 10am – 3pm, Monday to Thursday and 10am – 2pm on Friday.

Sue will invite Sharon to come to the next board meeting, to formally meet the directors and be involved in meetings generally.

Finance Committee Meeting

Les moved to accept the minutes. Victoria seconded the motion which was carried.

Matters arising: The Lottery is happy to take notification of allocation of funding in arrears. As long as there is no double funding, they are happy to agree on us apportioning the funding. They will confirm this in writing.

There was a discussion on the VAT we pay on retail sales and the Hub's needs for information for accounting. Nick will have a meeting with Lodro Dorje and the Samye Ling Café and Shop to see how the matter works there.

There may also be the need of a till for a shop.

Chairman's report

Catering assistant job: We are looking for 2 people to cover 53 hrs. This is addition to 37 hours already in use. Those who have applied have asked for various hours. The interviews are ongoing. Each will be

spending some time with Tanith as part of the application procedure. They need good catering skills and good front of house skills. Currently Tanith is Acting Café Manager.

Nick's report

Nick attended a DTAS meeting. He is moving towards working on the renewable energy and housing projects. He recently went to a meeting to see what other organisation were doing. He is currently working with Sharon the new administrator, handing this job over to her.

Financial information

Cost of food and prizes for Casino Night

Food	£35.08
Prizes	<u>£11.78</u>
TOTAL	£46.86

The following are the funds currently in the various accounts:

Business Account	£15,565.34
Treasurers Account	£1,234.49
The Reserve Account	£110,535.48

Building issues

Snagging (finding all faults) have to be identified before the end of August when our retention ends. A group was formed to look into this, including Nick, Bernie and Ernie. This would probably take a couple of hours. Three of the issues were:

- The outside woodwork
- Slates on the roof
- The extractor fan

Susie offered to change the light bulbs in the Hall as only 3 of the hanging lights are working. Bernie will supply the ladder. Lodro Dorje said we could borrow a high step ladder from Samye Ling.

Forward planning of Events:

Sat 25th April: - 3 long distance cycling events want to use the Hub as a control on that date.

- The 200K from Gala.
- 150k up from Wamphrey.
- 100K starting from Gala.

100 plus riders will be coming in throughout the day. We will know the numbers a week before the event. The kitchen will do the catering. Each person will be charged individually.

We will need volunteers for serving and cleaning.

We should consider what cycling spares we should stock. Ernie will give advice. Jock is away.

Lucy McTaggart is the cycling contact.

2-3rd May - 'The Art of War'. Paintballers. Potentially 300 participants, though some may be self-catering. The Contract is between Kronospan and the paintballers. They will camp on Kronospan's land near the ford. Bar meals and bacon rolls may be the appropriate food. Games run all day Sat & Sun. Nick has arranged to borrow the 3 'Day of the Region' gazebos: two will be put at the back and one near the front for smokers.

Ernie will collect the gazebos.

Volunteers are needed for the bar and catering.

22-24th May - Spring Fling featuring furniture by Pete Brown.

29th May (Friday) - Sheila Riddle of the Ceilheid.

Plant Sale: no date decided.

Curry & Quiz night: no date decided.

Jock will organise a barman for every Saturday.

Potential Social Housing site at Twiglees: there will be no contractual arrangement until the Forestry Commission say we have a right to go ahead. We then have 18 months to make a decision and apply. Since the expense is less than 50K., a consultation will need to be done before June.

Nick estimated that 5 days of his time will be taken up on this between now and the end of June to follow this up. The board agreed to allow this time. Nick will update us if this is likely to increase. If the application to buy is successful, the work will increase considerably.

Other potential sites were discussed.

Jock suggested we have a meeting at the site with the board.

AOB:

Les introduced the First Aid Kit (there is already one specifically for the Kitchen). We need training for CPR and the kit. One evening is needed. It was decided to ask Sharon to arrange this.

Nick said he would like to take a holiday between 11th May – 24th.

Victoria requested a Garden Fund, so that income from plant sales and expenditure for setting up the garden around the Hub could be clearly identified.

Victoria also requested an Arts Fund, so that income could be allocated to do up the Hall: change the lighting, supply hanging equipment, improve the acoustics, and pay for the buying and installation of a ceiling screen and projector.

Victoria will write to Brian about the inclusion and positioning of Aims & Objectives of the Hub. She will send it round to board members first.

Next meeting: **Thursday 14th May, 7pm**

Victoria Long
Secretary