

Upper Eskdale Development Group

Minutes of the Meeting on Thursday 14th May 2015

Present: Ernie Buck, Sue Campany (Chair), Lodro Dorge, Jennie Mills, Les Harrison, Scott McCarthy, Tanith Laing, Sharon Tolson (Hub Administrator), Tanith Laing (Cafe Manager) Bernard Provost, Susie Lilley, Victoria Long.

Apologies: Nick Jennings, Jock Miller.

Minutes of the previous meeting were read and approved by Victoria. This was seconded by Bernard.

There were no matters arising.

Sue welcomed Tanith and Sharon to their first meeting. Sharon has been in the post for 6 weeks.

HR Meeting Report: (reported by Sue)

1. Tanith has been confirmed in her position as Café Manager. She has done a very good job. She is putting a lot into it and it is paying off.
2. Some changes need to be done to the contracts before these are given to Tanith, Sharon and Daniel.
3. Members of the committee will review the existing Employers Handbook in preparation for updating and issuing to staff.
4. Members of the committee will review the existing Job Description for the Café Manager (as issued to Martin) to reflect the current role.
5. Members of the committee will develop a Job Description for Centre Manger, based on the existing Job Description for the Hub Administrator.
6. Nick is in the process of handing over matters associated with the day to day running of the Hub, to Sharon. On his return from holiday he will work out a timetable for completion of handover.
7. Once handover is complete Nick's role will change enabling him to concentrate on identifying new initiatives for the UEDG to pursue. His work pattern will reduce to 3 days a week leading up to his planned retirement at the end of January 2016. Nick will develop a Job Description and Contract of Employment to reflect his new role. There are financial implications to this change and these will be addressed by the Finance committee.
8. The committee recommended that the Board appoint one Director to act as focal point for any staffing issues that are not resolved within the current staff reporting structure.
9. Daniel Chamberlain has been in place as full time Catering Assistant since Easter. With the resignation of Lorna Baxter, the third team member appointed recently, we are still looking to complete the catering team. Sam King was interviewed and underwent a trial session with Tanith and the committee resolved to approach her with a view to offering her the position on a part time and seasonal basis. She would be subject to the normal probationary period and her role will be reviewed again at the end of the tourist season when Café opening hours are re-assessed.

Matters arising from the HR meeting

The role of general manager of the Hub will become more time consuming. The details are in the Job Description.

Contact person for staffing issues. Ernie agreed to be the board member responsible for relating any staffing matters between the staff and the board. This is the same as a line manager.

Staff: Since the meeting, Sam King has been approached. The work pattern (mainly week ends) was discussed and she was happy with this. She has already started on a voluntary basis. She will start officially when Nick is back, on a 24hrs/wk.

Nick's report (attached) raised some matters:

A key holders meeting was set with: Ernie, Bernard, Sue, Sharon, Tanith: **Tues 2nd June). 7pm** (Jock will be informed.

Snagging group: A meeting was set for this: Ernie and Bernard: **Thursday 4th June 7pm.**

Shed: Victoria is getting quotes for the shed.

Broadband. We are exploring getting better broadband. We need to put forward a proposal to take this forward. This is for several areas and there is a cost to the community. There is a grant for 89% of the cost. Wind farm money could possibly be used. It would cost 3/4m for this area including Etrick. SamyeLing have a very good reception.

Squirrel was recommended for the Hub, but it was not working. There was a grant given of 5K. Bob Newison recommended it and will follow up the company who installed it to get it working. Being able to be an internet café would be greatly to our advantage.

Bike rack: The cycle rack is hardly fit for purpose. Ernie showed a picture of a rack 8m long and suggested we put it in the back area of the . Cost: £2,000 +. Can be secured, which we could do ourselves. There was discussion on whether 8m was too long, since it might not give room to the playground equipment. **Ernie will discuss this with Victoria.** It was generally felt that there would be room for a 4m section for half the number of bikes.

Bikes 7 were contacted before the last event and they supplied some bits of kit that we can sell or return. Sharon suggested we put it on our website. A stand for its display is needed. This could be put into the retail area. The equipment could be added to: i.e. ponchos, clothing. We could put up a sign advertising the covered bike rack.

A Finance Committee meeting was arranged for **Tuesday 26th May at 2pm.**

Branding: Sharon suggested that we concentrate on one name: The Old School Café, the Hub. It was decided that UEDG should not feature in the branding. It was suggested that The Hub should be the overall name for activities within it.

Some of the committee found the Facebook images confusing. The Café Opening hours should show. There is no information about the rooms for hire. Also the website is not accessible by mobile. Sharon has been in touch with a web design company and is getting a quote.

It was agreed that Sharon should go ahead with the brochure.

Brochure: a sub group : Jennie, Lodro Dorje, Sharon, Victoria. It was agreed to meet on Thursday 21st May.

An Events procedure is needed. It was suggested that Sharon and Tanith are the central people and that all suggestions for events should be coordinated by them. The plans should be discussed with them: when, where, how, volunteers, floats, staffing requirements etc. We have to plan 2 months in advance.

2 weeks before next board meeting, inform the committee members what plans there are for events.

AOB

Freezer: Tanith had urgently requested a chest freezer: this has been ordered and will sit in the retail area until the Shed is built.

Trolley: It was agreed that it is important to have a trolley for the transport of boxes of food/drink.

Seating outside: It was agreed that the outside area should have more seating available..

Skate Boarding: Tanith suggested having a 'half pipe' for skate boarding. **Victoria will discuss this with her.**

Playground: Everyone agreed on the positive aspect of having a playground.

Volunteer forms: It was agreed that all should fill these out on a monthly basis.

Training: Wendy Reid would like to do some training (about 4 hours), end of June, or July. How we develop business plans, project plans. What we want to achieve, short, medium and long term. What is going right and wrong. Helps with our planning. Tanith and Sharon would like to be involved. **Sue will get Wendy to fix a date.**

Walkie-talkie: Les offered a pair of walkie talkies that would be useful for communication within the Hub. He is offering them for £100 the pair. They cost him £90 each.

Ceilidh in June: Sharon asked if we would spend £180 on this event. This was agreed even though we may not make a profit.

Signs: Sue will liase with Sharon what should be put on signs on the road near her and near Jennie's.

TV: It was suggested that we have a TV. Everyone agreed it was a good idea, though Les pointed out we would have to pay performing rights charges.

Next meeting: Thursday 11th June.

Victoria Long
Secretary