

Minutes

UEDG Committee Meeting

Thursday 22nd February at 6.15pm

The first part of the Meeting being open to the Public.

Present: Sue Company, George Birrell, Victoria Long, Jennie Mills, Ken Porter, Bernard Provost.

Apologies: Lindsay Reid, Nina Finnigan.

Conflicts of interest: none

Minutes of the last meeting: These were passed as correct by Jennie and seconded by Ken.

Matters arising from these minutes.

- Bread making: Andie will begin making bread soon: white, brown & some rolls. The date they will be available will be advertised. It was suggested that he make a small amount initially, so that people can try them, after which they will be able to order on a Monday for the following Thursday or Friday.
- Gifts for items on 'sale or return': there is no VAT for us to pay on sale or return articles, though we need to add VAT when we sell the item.
- Re-vamp of the dining room: Jock showed Sue how to operate the screens and they are now open between the bar & café. This is relatively simple but can take a bit of time. Diana Lilley will probably be working with Eskdalemuir Expressive Arts to take the matter forward. Place mats with a school theme was suggested and thought to be a good idea.
- Training – Customer Services: this was attended by all the staff and one Trustee/volunteer and was thought to have been successful. The training was paid for by ourselves from our own Lottery budget and we will be reimbursed for the food.
- Bunkhouse update: The second application may go through, though there is an issue with an escape route from the top floor. No payment is needed for this second application.
- Rules and regulations of using donated food for the Lunch Club: **Victoria will** find out when Julie Baxter (H & S officer) is coming to discuss this with her.

Reports

Finance Report :

- Shop profit includes the sale of tea coffee & soup. In future both the expenditure and income for this will be accredited to the Café.
- The expenditure for January was studied. In January there were no events at the Hub and the Café made an operating loss of just over £1,000. The Bar made a profit. Bank charges have recently gone up. **This will be queried by the finance** group with the bank.
- We need put the VAT information on a new system. **Sue will** be experimenting, using her own programme. **Jennie will** work out the VAT amount from the beginning of January, from all invoices with VAT receipts.
- Insurance: **George is** going to check what we are paying now compared to what we were paying previously.

- PV Panels: It was clarified that our electricity costs currently far exceed our income from the PV Panels: between 4 - 4 ½ K in 2016 & 2017, but we only got between £1 & 2K from the panels. There was a query about cleaning them. **Victoria will** ask Nick how and what to clean them with and how often.
- Fat Fryer: There was discussion about the possibility of buying another second hand. Andie has concerns about it. It takes a long time to heat up. **Ken suggested** attaching a smart meter to it to assess the amount of power it is using.
- Microwave: this is an old domestic type that does not work well. *It was decided* that this should be renewed.
- Permission for Capital Spend: It was agreed that any spend over £300 should be discussed by the board. Everyone should understand that we should give justification for whatever we spend.
- Fuel: pellet costs are going up.
- Budget for the year: **George is** still working on this and will send it round.

Admin report

- *Inviting John Crouch* (the cook): it was decided that this would be a good idea. **Sue will ask** Andie to approach him and this could be a future event.
- *Labeling of Café stock in Shop freezer*: **Sue will** ask Andie to put a label on either the stock or the area in the Shop freezer which is used for Café stock. It was decided that we would not be buying another freezer.
- *Selling Shop stock out of Shop hours*. It was decided that the Café Staff should not sell Shop items out of hours but if asked, just tell the customer that 'we are not allowed to'.

Agenda Items

Safeguarding policies: Keeping vulnerable beneficiaries, volunteers and staff safe (OSCR): There are some policies in the staff handbook. There was a discussion on how to deal with aggressive customers. The Customer Service Training had dealt with these issues and it was suggested it be put on the Agenda for the next staff meeting. It was felt that a refresher course in the Customer Service training would be useful every few months. A written Policy and Procedure for Safeguarding will be researched and written up **by Victoria**.

Progress of grant applications: the Community Council meeting to discuss the applications will be on 2nd March. Ewe Hill will get back to us by the end of March.

Hub/café opening hours for Spring/Summer:

From Easter we will be open 6 days a week from Tuesday through Sunday and on Monday's only when it is a Bank Holiday. The Hub will not open at all on Mondays unless it is a Bank Holiday. Last orders for hot food will be 2.30pm.

From summer solstice (Thursday 21st June) we will open every Saturday night every week. In addition we will open for the occasional event, for the community. Andie will stick to 30hrs /wk.

Back to winter hours from Oct 30th.

Dogs in the Café (Open Community Meeting vote with 4 against & 15 in favour). It was agreed to allow Dogs in under certain conditions: on a lead, only in the Café (not in kitchen), under control and must stay on the floor, at the owner's side. Put a sign up with 'for a trial period'. If it does not work, we can look at it again in a few months.

Old Cooker: this is advertised for £300 on Gumtree. Check the weight before putting it in the lift to store upstairs.

Soft Drinks Fridge: it was decided to move the small Shop fridge to the counter next to the kitchen entrance for soft drinks for the spring /summer. The fridge in the bar should be locked since younger people could access alcohol.

AOB:

Position of the heaters in boiler room: **Sue will** talk with Ernie about this.

Discussion Group: **Victoria asked** permission from the board to start a 'discussion group', with her as the board contact. This was agreed.

Treasurer: it appears from our constitution that we are able to extend our search for a Treasurer outside the membership and the Parish of Eskdalemuir.

Next meeting: 22nd March at 6.15pm.