

## **UEDG Committee Board Meeting Tuesday 25<sup>th</sup> September at 6.30pm**

### **Actions in Bold**

**Present:** Lindsay Reid, Adrian Solomon, Jennie Mills, Nina Finnigan, Victoria Long, Bernard Provost.

**Apologies:** George Birrell.

**Declaration of Interest:** None

Nina welcomed Adrian as our new Treasurer.

**Minutes of Previous Meeting:** these were read through and agreed to be correct. This was proposed by Jennie and seconded by Nina.

**Matters Arising:** There were no matters arising.

### **Reports:**

#### Finance

Nina and Adrian had met with our new bookkeeper / accountant, Theresa Parker. A number of changes were needed.

**Lindsay, Adrian and Nina will make a list of the items on the Café IPOS system**, so that everything could have the VAT added. These matters will be worked on before the end of Sept. The Finance report was not available since Theresa had been on holiday. It will be sent before the end of this month (Sept.) Some procedures need to be changed, to set up better practices which will make things quicker and easier to access.

We will investigate having a second direct debit card, with a sign in/out book:

#### **Finance sub-committee.**

Events: Phil Hughes & Nina met to discuss the Ceilidh. However, due to other events happening at the Hall at that time, it will not be suitable to have the event there. There were no other more convenient dates at the Hall. Nina will report this matter back to the Community Council in writing: **Nina.**

We will ask May to communicate any events that the ESMP may be having –

#### **Victoria**

The Bonfire field has now been cleared and the relevant people communicated with to find out if a bonfire will be going ahead. It will take place on Saturday 3<sup>rd</sup>. The Bonfire and fireworks is not a UEDG event and just happens to be taking place quite close by. The Hub will concentrate on marketing the Old School Café and what it will have to offer.

Report of Café Meeting: Nina, Lindsay and Victoria attended. The menu was discussed and has now been decided on.

We should publicise that we have a new menu and let it be known that we have food for special events.

We need to remember that 20% comes off the menu for people who have discount cards. There was a question about whether this was just for certain items.

Communication with the Kitchen regarding food for events is crucial and should be done on a regular basis.

## **AGENDA ITEMS**

Open Community Meeting: it was suggested that we explain the financial situation.

Opening hours: From Nov 1<sup>st</sup>.

**Café:** Open at w/es, & for events.

Hours: 11-3pm. Hot food served between 12 – 2pm.

Serving a la carte + specials on Saturday.

Sundays: Sunday lunches.

**Shop / Reception and Hall:** Open Wednesday, Thursday & Fridays.

Hours; 11-3pm

Cakes, coffee and all that the coffee machine can offer + soup and sandwiches.

From Nov 1<sup>st</sup>: 11 – 2pm. Service. Open until 3pm.

We are flexible and can open if required at other times. If you want to book, please book as many days as possible in advance.

The local paper may be interested in doing an item on our new menu.

It was decided that we should reinstate the Fishy Dinners: get the Haddock and Chips back, especially with fresh fish and make it a special.

## Fundraising

- Make a list of everything we need funding for. **Everyone.**
- Nina is to meet Langholm Initiative about shared funding for a volunteer coordinator and marketing specialist. – 2<sup>nd</sup> October.
- Find a fundraiser who could look at all the options (not just grants): crowd funding, regular sponsorship, by the locals, individual sponsors. Making it possible to buy Community Shares. Funding strategy. **Nina is** happy to take this job on.

Repairs: varnish is coming off the windows. These cannot be re-varnished until next year. It was suggested that the varnish might be taken off, so that water would not be able to collect behind it. **Bernard**

AGM agenda:

Presenting the accounts and the report.

Voting for new board members, if there is more than one nomination. Voting for those who might replace the directors resigning.

**AOB:**

Photocopier: Our photocopier is needing work done on it and the ink is running out. Rather than get a new one, we will be trying out a couple of personal ones that we already have: **Victoria has one and Nina has one that we could bring in.**

Insurance: it would be between £50-100 more per annum to raise our indemnity to £500,000. If we are forced to close for financial reasons and it is considered due to our negligence, we would be liable. The indemnity is currently £100,000. We all agreed that it should be raised.

Date of next meeting. 26<sup>th</sup> Oct. 6.30pm.