

# UEDG Committee Meeting

## Thursday 19<sup>th</sup> April at 6.15pm

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

**Present:** Sue Company, Victoria Long, Nina Finnigan, Lindsay Reid and Bernard Provost. **Also attending** was Teresa Parker, UEDG's new bookkeeper/accountant.

**Apologies:** Jennie Mills, Ken Porter, George Birrell.

**Conflicts of interest:** none.

**Minutes of the last meeting:** Lindsey proposed and Bernard seconded that these be accepted as correct.

**Matters arising from these minutes.**

- Bank Charges: these may yet need to be sorted out. **Jennie to** follow up.
- John Crouch: his details had not yet been passed to Andy.
- PV Panels: The following suggestions had been sent by Nick Jennings:
  - a) Prevent them being overshadowed by long grass or the trees which may need pruned back.
  - b) With regard cleaning, a window cleaning squeegee and water should be ok.
- Ewe Hill: Nina will submit the bid that was turned down to Ewe Hill 16 again and possibly to others.
- Grant from the Community Council: The grant will not be distributed until July. However, the Community Council have about £2,000 which they could divide equally between the 3 charities. This may be quite soon.
- Ernie has expressed interest in making the bike rack cover. The Community Council may need to have a meeting to decide on whether we can use the balance for Lighting and Hanging.
- Marjorie Wilson is kitchen assistant on a zero hour contract on w/es. Keris Gough has started as kitchen assistant. She is under 16. Disclosure may need to be done by staff & possibly volunteers. **Nina will speak** to 3<sup>rd</sup> Sector to ask if Disclosure can be brought with them to the job.
- Repairs to the flashing: this only leaks when the wind is in a certain direction or it is snowing. **Bernard will** see to it.
- Data Protection: we need to have a data controller either as an employer or volunteer. ICO: £35 per year. Are we a member?

**Reports:**

Finance

We welcomed Teresa Parker as our new bookkeeper/accountant.

There was no finance committee meeting and no report for the last month.

We have 70,000 in the bank.

Teresa will be providing monthly finance reports/accounts – profit loss etc.

The new regulations for Accountants /Committee Members are that they need to provide proof of identity for accounting purposes. This was provided by all the board members to Teresa, at the meeting.

We will receive funding from the Lottery for another 2 years, mainly for salaries. The finance information will be more broken down in future: Kitchen sales, gallery commissions, the bar (alcohol & soft drinks), etc. (broken down from the IPOS system, monthly.)

Ernie has been estimating the cost of the pellets over the year.

### **Agenda Items**

DTAS: The majority agreed that we should continue as members.

Appointment of Receptionist: Jayne Powers from Langholm.

The probation period is a month. The contract is for 16hrs a week, averaging 4 hrs a day. Jayne is very flexible. She will start on Tuesday 24<sup>th</sup> at about 10am.

The job was advertised widely through Universal Job Search and other outlets and on the mailing list. There was only one person in the valley who expressed an interest but who did not follow this up. Two others from Samye Ling also expressed interest. The shortlisting to five people was done by Sue and Ken. Three people were interviewed.

2017 Accounts – Sue has been doing all the work needed to put together the information needed by Stanley Wynd (our accountant for 2017-8) to complete the accounts.

Notices in the back yard: Ernie had written to the board to complain of a notice on the board in the back yard. He felt it was offensive to cyclists. In August 2017, a report had been written by Victoria regarding the decision made after a meeting with the representative of the D & G Health & Safety department with her and Ken. Victoria had followed instructions made by the representative, in making the sign. It was suggested that to change it, Ernie should discuss it with them. **Victoria will** give contact details to Ernie if he wishes to follow this up.

Hours for Jayne Powers & volunteers: Victoria will discuss this with Jayne when she has started.

Lunch Club - The right day: after a discussion with Pam, it was decided to make a final decision about the day it should be held in May (Monday or Tuesday) about a week before. It would depend on whether the Café was getting too busy. If it would be on a Monday, a member of kitchen staff would have to be employed. The matter will be brought up at the next meeting. A discussion should also take place on how it could be made more profitable for the Hub and also the health & safety issue regarding volunteers bringing in food.

Voucher scheme: it was suggested we link this with full and associate members. These will get a discount at the Café. Sue will discuss this further with Andie.

Overnight parking in the Car Park. We cannot put a sign up to discourage this since there isn't a law against it in Scotland.

Maintenance: There had been a request for ongoing maintenance to be done around the PV panels, since weed seeds are being distributed to neighbours gardens and it is unsightly. It was suggested we offer a 'barter' to John Dawell to maintain the area by strimming.

Cars parking in the Motor bike areas. It was suggested that we put up a sign: 'Staff parking only' on one bay and inform the staff about this.

Cars parking in the back yard: We agreed to ask the staff not to park in this area since it is for amenity.

Dogs: should be on a lead. **Nina will** speak with Lisa!

**Sue resigned** with immediate effect since she has sold her house. She will stay nominally as Chair until we find another.

**AOB. Victoria will** send an email out to other directors to set a time for an Extra-Ordinary meeting on Tuesday or Wednesday of next week to elect a Chair.

**Date of next Meeting:**