

UEDG Committee Meeting

Tuesday 19th June at 6.30pm

Items in Agenda in Bold = person to action

Present: Ken Porter, George Birrell, Ian Stuart, Sarah Stuart, Bernard Provost, Lindsey Reid, Jennie Mills, Victoria Long.

Apologies: Nina Finnigan.

Minutes of Previous Meeting: these were passed as correct by Lindsay and seconded by Sarah, except for the issue of whether there are working groups as well as strategic meetings. **Victoria will re-do** the last minutes with regard to this matter and show them to Nina.

Declaration of Interest: A discussion arose regarding Sarah and Ian being of the same family and on the board. However, it was not felt to be an issue.

AGENDA ITEMS

Election of Treasurer: **Sarah is happy** to do the job until the AGM. All were in favour.

Finance report / monthly accounts.

There has been a very tight timescale between Theresa receiving the information and the report due and this has not been produced. Handover was done by Sue (huge thanks to her). Having the meeting later in the month might give Theresa more time.

Finances and securities.

Sarah will be re-writing the Financial procedures.

Following discussion the following recommendations by Sarah were approved:

1. That if any board member wishes to apply for any award, grant or other source of funding, they seek the express permission of both the Chair and the Treasurer to do so, and that it is discussed by all board members, either at a meeting or by email. Such applications can have wide-ranging implications that must be considered as part of an overall strategy.
2. That all applications for grants, awards or any other sources of funding are signed by the Treasurer or the Chair.
3. That Hub cash remains securely held on the premises at all times until it is taken directly to the bank.
4. That no supplier or service accounts should be set up without the express permission of the Treasurer or Chair. Financial control of expenditure is essential and we need to be far more organised in our use of suppliers.
5. Before commissioning any maintenance work or alterations costing more than £300, attempts should be made to obtain three quotes to be presented to the Treasurer. Any potential conflict of interest should be brought to the Treasurer's attention.

The following were agreed on.

- Signatories: These will be changed to Jennie Mills, Nina Finnigan and Sarah Stuart for signatories for cheques.
- The Bank card will be changed to be in the name of the current treasurer.
- Stanley Wynd has done the draft accounts and sent them to Sue, Sarah and Victoria.

Financial admin: There is a great deal of work to be done, which is neither the remit of a receptionist and also a lot more than is usual for a treasurer. Sue has not yet quite finished the hand-over but this will be at the end of the month.

Marketing & Events report: The main points:

- It was decided to make a marketing plan at the next meeting. Activities are monthly at present. 3 monthly would be better. Ideally printed by the 15th of each month.
- Village Newsletter was mooted, to include news from all organisations in the valley.
- Increase the Hub visibility: bunting and picnic tables at the front were suggested.
- Brought up decision at the last committee meeting: **that sub-committees should consist of committee members only.**
- Try out Saturday nights for events and themed food nites, and tie-in with other events in the area.
- Events suggested: (Frank) Burns Supper on August Bank Hol – (Andie) Mad Hatter's Tea Party in late July – Sat pm.

Shop report by Victoria:

- Eileen will write an editorial for the Langholm paper with pics.
- Advertise shop on Facebook including the Lockerbie area.
- Eileen to look into an Instagram account.
- To stock mainly essentials for locals – more discussion needed.
- We should look into selling postcards: **Ian will send** the info he accumulated on this.
- Move towards making bread to sell – possibly on a Monday.
- Look into having a new bookkeeping system instead of the IPOS.
- Look into changing volunteer hours to fit in with Jayne.
- Eileen will re-vamp the shop next week and make a new sign.

Bunk house application for planning consent has been re-written and sent in.

Bike cover: Ernie is still up for building a wooden structure. This would cost us just the materials. He will not be making any decision about this for another 2 months.

Security:

Jayne has started sorting out the keys. Security will be visiting soon to sort out the security monitors (one is not functioning) and keys. All keys will have to be in the office on that day to be re-programmed. Jayne will inform us when that is. It would be decided who would have keys and there would be a procedure

- Safe key inside a different cupboard.

- Licence Premises person will be responsible regarding the locking of the bar drinks cupboard.
- Email security for: admin@eskdalemuir.com. It would be possible for bookings@ to be on both computers.
- Mailchimp needs to be set up.

Next Open Meeting: 15th Sunday July 3pm

AOB

Website – Lindsay has been in touch with her contact who says he might be interested in helping us set up a new site.

Licence of Premises: Nick is not yet the licensee.

Health and Safety issues: Jennie is responsible. Risk assessments need to be done on a number of issues and need to be updated every year. The issues that involve the kitchen will wait until Nina gets back. A shorter menu might make it easier.

Opening on Saturdays

It was brought up that we should be opening every Saturday night as from mid-summer.

Film night: quite a number of people ate before the film.

The policy on prices will be looked at by the Café committee.

Date of next meeting: Tuesday 24th July. 6.30.