

UEDG Committee Meeting

Thursday at 22nd March at 6.15pm

Present: Sue Company, Jennie Mills, Lindsay Reid, Bernard Provost, Victoria Long, Sharon Tolson.

Apologies: George Birrell, Ken Porter and Nina Finnigan.

Conflicts of interest: none

Minutes of the last meeting: Jennie Mills passed these as correct and Lindsay Reid seconded this.

Matters arising from these minutes:

- The bunkhouse application was looked at previous to the meeting and approved to be sent in.
- Lunch club: Victoria had consulted with Julie Baxter the Environmental Officer who advised that if food is made regularly by volunteers in their own premises, the premises would have to be licenced.
- Bank Charges: these have not yet been dealt with. Jennie will come up tomorrow to do this.
- Insurance: there had been an assessment done on the current insurance which had increased slightly due to the addition of the Playground.
- Victoria has not yet asked Nick about the cleaning the PV panels.
- Andy will contact John Crouch about doing a demonstration of vegetarian food cooking but needs contact details.
- Grant applications: so far there has been no definitive news about the application through the Community Council from Nick who is currently on holiday in Spain with no internet access.
- Victoria has been investigating policy and procedures for Safeguarding, but has not yet done much work on it. 3rd Sector have also been working on this, so may have something that could be used eventually. They had advised that we need to do a risk assessment. NHS might have info on Safeguarding.

Reports:

- Kitchen report – Pam Carruthers attended and presented a report regarding her position in the kitchen. This will be discussed by the finance **committee at the next meeting**.
- Sharon: Border Safeguards are coming next Thursday to go over all the procedures for the alarms. She advised that as many people on the committee and volunteers attend as possible. **Jennie agreed to check** the fire alarms are working. He will look at the timing of the Intruder Alarm and perhaps extend it for 15 seconds.
- Finance report:
 1. The Finance sub-committee had recommended that the Shop only spend 20% of its profit – up to £350 during Jan & Feb 2018 – on re-stocking. **Victoria was asked to consult with Ken** if this needed to be exceeded.
 2. The Café has been consistent in making a loss. **Sue will** be working on the Café IPOS system to get it as up to date as possible.
 3. Coffee machine: rather than renting one it has been found that buying one outright would be considerably cheaper: around £1,800. The old one would then be sold. The 3 yr warranty has not yet run out on the old one and it was suggested that it

may increase its sale price if it were serviced beforehand, subject to cost. **Sue will** look into this.

Café Staffing during the summer from April 1st.

- Becky has agreed to work on a Tuesday.
- Cerys Gough – student at Langholm Academy may be helping in the kitchen. **Sue will** arrange for Staff to go through Disclosure procedures before she starts.
- There was a question about paying the bus fare for students. To be decided. We are trying to get more staff to make up a bank.

Agenda Items

Maintenance Jobs: **Ernie has agreed** to provide his help as a volunteer, to re-negotiate contracts when they are due and sort out any maintenance that needs done. There are various small items that need to be bought.

Flashing around the roof lights: at least two of these are still leaking: in the reception & the shop. **Bernard will** look to see what the problem is and if it is worth contacting the manufactures to deal with the problem.

Heating time clock on boiler: Sharon has done an instruction manual. Changes have to be done manually. **Sue will** try and get the manual online. **Sue will** talk to Ernie about this job.

Recruitment of Receptionist: The job advert went out yesterday - sufficiently widely (for the Lottery). Five responses have been received so far. A closing date is to be set, probably at the end of the month. Advertising in the Langholm paper was considered. The Advert would currently cost £50, but **Sue could cut** it down so that it would cost less.

Café Advertising: We need to continue advertising Café menus. **Sue will talk** with Andie about putting advertising of these on our Facebook page and neighbouring communities.

List of Jobs. **Sharon has** put together a list of jobs that need to be carried out when she leaves, since there will be a gap between the time that she leaves and when a Receptionist job will be filled. **Sue will send** round the list of jobs, so that members can ensure that they are being adequately carried out.

Day for the Lunch Club: it was decided to try having this on a Tuesday in April and May, as a trial.

Bookkeeping: Teresa Parker our new bookkeeper/accountant will be having a meeting with George, Lodro Dorje and Sue at some point in the near future.

Anti-Fraud Legislation requires that all committee members provide proof of identity. **Sue requested** that all members bring this to the next meeting.

New Treasurer: **Victoria explained** that Kerry Jackson had been sent a Membership and Nomination Forms, but had told her that she would be unable to do anything until after the end of June when she finishes her course

Victoria was reminded to take David Moffat off Company House records as Treasurer.

Date of next Meeting. 19th April
Victoria Long, Secretary