

# Minutes

## UEDG Committee Meeting

### Friday 19<sup>th</sup> January at 6.15pm

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

**Present:** Nina Finnigan, Lindsay Reid, Bernard Provost, Sue Campany, Jennie Mills, Victoria Long, Ken Porter.

**Apologies:** None  
George was absent.  
David has resigned from the board.

**Conflicts of interest:** None

**Minutes of the last meeting:** Jennie proposed and Nina seconded that they be passed as correct.

#### **Matters arising from these minutes.**

FairShare - End of Day: the first donation from Tesco was collect on Jan 10<sup>th</sup>. The perishable goods were stored in the large frig in the Shop that was switched on for the occasion, overnight. Most of the food was collect by those who came to the Lunch Club on Thursday 11<sup>th</sup>. Some of it was used for the Lunch Club.

#### **Reports:**

Finance report - no meeting held and no report was issued

Admin report: This was read by Sue and there was discussion on the following items:

- Soup sold at the Shop: it was pointed out that food should only be kept at a certain temperature for a particular period (to be checked with H & S). It was suggested that a small amount be kept in the 'bain marie' and be topped up at the appropriate intervals from the soup in the fridge in the kitchen, after it had been heated to the required temperature.
- There was discussion on providing home-made bread. **Sue will** discuss this with Andie. **Victoria will** send the responses (so far) of the Shop questionnaire regarding bread to Sue. **Sharon could** send out a message to all when this was available. There was discussion on whether to sell packaged 'Left overs' from the Café in the Shop. Since a lot of work is involved with all ingredients needing to be listed on each item, it was decided not to but use it up in the Café at a later date, from frozen.
- Gifts for sale on 'sale or return': **Sue will** look into the VAT issue. We think we may only have to put VAT on our profit.
- Post cards: The Board liked the idea of getting these made. However, we need to get quotes and also consider how many of each picture we want.
- Way forward for the Hub: This was studied. The rental costs need to be updated with the Café & Kitchen. **Victoria will** send Nina and Sue copies of the rental costs and agreement.

#### **Agenda Items**

Funding applications:

- Ewe Hill 16 Fund: This had been sent to all the board, who recommended that it be completed and sent. Nina asked for letters of recommendation to go with the application. **Sue will** send round a list of ideas for the letter of support.
- Community Council Wind Farm Funds: It was agreed that **Victoria should** send in this application.
- Other funds applications needed: It was decided that we should wait to receive responses from the current application before looking for further funding for Volunteer Expenses for current volunteers.
- Funding for the salary of a book keeper was discussed, but no action was decided on.

Re-vamp of the dining room: The School Theme was agreed on, using the old school pictures. Some funding might be needed but this would probably only need to cover the cost of paint (unless anyone had some they were happy to donate). The screens will be used for 'shadow' art of school type pictures done as silhouettes of kids at desks and teachers. The art currently on the walls in the Café could be put up in the Exhibition Hall. **Nina will** put it down on paper and follow up by talking with the relevant locals.

Website draft plan: Work Force Creations (the organisation that the board had agreed to work with) were proving slow to respond to requests. Victoria is waiting to receive addresses of other sites they have made. If they do not respond to the request in the next few days, Victoria will investigate other orgs.

Training: 1. SCVO – monitoring & evaluation. This was not thought necessary to attend since Nina and Victoria have done training and have experience. Sue is writing a report for the Lottery.

2. Staff training: This is still on hold while Sharon tries to arrange it.

## **AOB**

Bunkhouse – we received an update from Ken. There will be no difficulties with receiving building control. However, another application for planning permission is being considered by his contacts, that may be more likely to be accepted.

Cost of volunteer food: The Café are currently providing this at half cost to volunteers who have worked the requisite number of hours. On the Volunteer Policy it is stated to be free up to £5. It was decided that this should be changed on the policy and induction documents, to be half cost. It was decided that we could give out vouchers for this.

**Victoria will** make these.

Lunch Club: The rules and regulations of bringing in and providing donated food for the meal, need to be established. Julie Baxter, our Health and Safety Officer is visiting the Hub in February and we should clarify this with her. **Victoria will** speak with her. The costs for the lunch (taking into account donated and brought in food) also has to be decided on. Victoria will speak with Andie.

Sharon is in receipt of all the funds taken for the last Lunch on Jan 11<sup>th</sup>.

**Next meeting: Thursday 22<sup>nd</sup> February.**