

# UEDG Committee Meeting

## Wednesday 16<sup>th</sup> August 2017 at 6.15pm

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

**Present:** Ken Porter, David Moffat, Sue Company, Jennie Mills, Victoria Long, Jock Miller, Bernard Provost.

**Apologies:** George Birrell.

**Conflicts of interest:** None

**Minutes of the last meeting:** These were passed as correct by Jennie and seconded by Jock

### **Matters arising from these minutes:**

- Bank accounts: These have not yet been changed. **Jennie will** follow this up and include changing the debit card.
- Cameras may be needed for the bunkhouse, perhaps in the hall upstairs.
- Sue did not manage to see David or Oliver Mundel. She suggested emailing them and inviting Oliver Mundel to the Centre. A letter of congratulations (on the grant from Awards for All) had also been received from Colin Smith. He will also be invited.
- Andy Normansell of the Lottery will also be invited at some point.
- Maintenance jobs: Jock will be following up on these, next week.
- Food hygiene: Lisa Nash, Becky Peloso and Nigel Hassan now have this qualification. Philip Porter already has it. Cathy Hooper and Stella Walker have been sent the details. It was uncertain whether Louis had been approached: Sue will follow this up.

### **Reports:**

Finance: The July Profit & Loss was looked at.

It was noted that the Shop cost about £2 an hour to run. Sarah had asked to work 2 days a week for the first month.

It was agreed to allow for spending of approximately £230 for the signs that are needed around the Hub for the motorbikes etc.

Admin from Sharon: This was gone over. The majority of the board felt we should have bookings of 10 people for any food in the evening.

Sharon's question about the Finance Program was not discussed.

### Playground Health & Safety:

A meeting with Nicola Simpson, Community Asset Manager from the Council had been held with Ken Porter and Victoria Long. A report of the meeting had then been circulated to the directors by Victoria. The directors accepted the recommendations of the report. Victoria will lead in the actioning of this.

### **Agenda Items**

#### LEL Bike Event

- This event had gone well and there had been a profit of about £9K. This was after the £1,500 cost of salaries had been taken off.
- It was suggested that we write a report of the planning and activities, so that lessons learnt could be carried over for future events-**Victoria**.

- A Thank You message will be sent out with a report on the result of the LEL from the organisers. With this, a voucher for a free meal at the Hub will also be included: **?Sharon/Sue.**
- All the food that can be returned, has been or will be: **David.** Some food was given away.

#### Update on Bunkhouse project

The Planning Permission will be given but has not yet been received. **Ken will meet with Victoria** to consider funding.

Consideration of Sharon's report held over from the last meeting: this report was gone over and discussed.

Holiday pay: From 1<sup>st</sup> September the zero hours contract staff will no longer be paid in lieu of holiday entitlement but will be expected to take it as holiday. This is in line with strong government guidance.

Use of smaller office on first floor: it was proposed that this be used by the staff for their rest periods, or discussion. However, a member of the community is considering renting the space for her business. We will wait to hear from her before making a decision.

Customer complaint re large room on first floor: the mess needs to be cleared out of this room. Ludo will be asked to make some more storage in the eaves.

It was suggested that we adopt a Terms & Conditions for renting rooms, so that this might jog memories about when rooms are rented and be clearer for everyone. This will be discussed and possibly adapted. – **Victoria will communicate with Sue.**

Customer complaints re café: It was accepted that the food is 'eatable' only. We are trying to improve matters.

Dogs in the café: It was agreed that we would continue with the policy of not allowing dogs in the Café.

Trustee Code of Conduct: this was passed around and Trustees were asked to sign.

First Aid Kits – update: **Sarah has** been looking at this and will make a list of what we need to update it. She has volunteered to look into us re-training with the defibrillator.

#### **AOB:**

Storage: There are chairs stored in the biggest upstairs room that will be used as a bunkhouse. It was suggested that we keep the best and get rid of the rest, the best to be kept in the eaves. **Jock.**

Room Rentals: Some research has been done and it is found that most community (or other) organisations charge a lesser rate for a whole day than by the hour. **Victoria** will complete her research and make a suggestion for a day rental.

Shop Volunteers: Beatrice has offered to do the Shop on Mondays with John stepping in when she can't. **Ian**

Bonfire Night: There had been a problem last year with the loan of the land for this, as clearing up – though promised – had not been done. The farmer had agreed to loan the plot again this year on the proviso that the land was properly cleared and seeded

afterwards. **David offered** to clear up the mess. All were asked to provide wood, if they had any.

Hogmany: This had been put in the events calendar. All were asked if they would host this event until midnight, but no one offered. It was decided to take it off the calendar.

Beer Festival: A Beer Festival had been attended by Victoria. All at the Festival were drinking full pints of beer. If all Festivals are like this, there was a likelihood of some people drinking in excess. Since we do not have enough accommodation in the near vicinity for people who would be unable to drive, and also due to the minimal parking, it was felt that this might not be such a suitable Event for the Hub to host.

Events Calendar printing: it was agreed by the Treasurer that the cost of £48 could be paid for this.

**Next Meeting: Thursday, September 14<sup>th</sup>.**

Victoria Long  
Secretary