

**Upper Eskdale Development Group  
Directors' Meeting 21.06.17, at the Hub**

Please note: Actions in **Bold**

Present: Sue Company, Jock Miller, Jennie Miller, Victoria Long, Ken Porter, George Birrell, Bernard Provost.

Apologies: Lodro Dorje & David Moffat

Conflicts of interest: None

Minutes

The previous minutes had been read and two errors were corrected. These were then passed by Jock and seconded by George.

There were no matters arising.

**Reports:**

Finance: The Profit & Loss Report showed a loss of £3,000. The Shop is making a small profit: £300, though this does not include the payment of VAT. The Bar made £87 (- VAT.) The Café broke even (including wages).

The **Finance Committee** aims to set a budget for each month.

Chair's report

Cafe

It was noted that an estimate of food costs bought in to the kitchen may be higher than they should be compared to how much is going out. This could be attributed to waste or ingredient costs being too high.

Staff

Sue has taken on the following duties in her role as staff line manager:

- Weekly meetings with staff.
- Grievances among staff. Regarding Staff grievances towards Sue, this can be taken to Ken Porter.
- Overseeing the rota.

These items were asked for by the kitchen staff.

The Cleaner reports to Sharon.

*Our New Lottery Contact* is Andrew Normansell. Further information from him has been put on file.

We were given the figures that the Lottery would be expecting to receive if the UEDG were to fold.

**Agenda Items**

Risk Assessment: The draft Risk Assessment had been circulated. Our Council expert: Nicola Simpson will not have time to study the matter until next week. She may come out to visit. Victoria will inform the board when this might be, in case they wish to attend. Ken will attend.

The matter arose as to the responsibility of the Playground when the Hub was closed and whether it is a community facility or if the Hub is responsible. Victoria will inquire of other similar organisation.

*Signs for the area behind the Hub*

There are numerous signs that need to be made in a weatherproof material. They will probably cost under £10 each. The Board suggested we wait to find out exactly how much these will cost and how much will be remaining in the Playground Fund.

#### Lunch Club

Information about the potential Lunch Club had been circulated. It was decided that we should go ahead with applying for funding for this.

It was noted that it might be better held in the winter months. However, if we are successful in getting funds, these are unlikely to come before September which would give us the winter to consider this.

#### Volunteers Policies & Procedures - Expenses

It was explained that though there is no law that states that expenses should be provided for volunteers, it was strongly considered to be best practice to do so.

The board agreed that information about expenses being available should be re-instated into the volunteer's information.

It was suggested that payment should be a 'reasonable amount and for a reasonable reason'.

The Board agreed that we would pay re-imbursment of travel expenses, based on the public transport cost up to the maximum figure represented by the return bus fare to Langholm or Lockerbie.

#### Alternative funding sources

Victoria and George had met with Selina McMorran of 3<sup>rd</sup> Sector on June 15<sup>th</sup>, the subject being Applying for Core Funding. It was clear from the meeting that we should not be looking at Core Funding, but concentrating on making a clear plan on how we can improve the current situation.

We should get more volunteers and rely more on them. We would have to pay expenses and should include this in any funding application we do. She will be sending us information on how to recruit more volunteers. George will set up a framework for a strategy.

#### Open Meeting and Volunteer Party

This will be held on Sunday 9<sup>th</sup> July, at 3pm. All who can should bring cakes/scones etc.

LEL: Jock has done some research on food costs and also established some of the things that we need.

Hygiene training: Eric Worthy did basic training/cleaning last LEL free of charge. He made a schedule of cleaning all surfaces every hour.

Jock noted that we need to buy in all food as the numbers will be too great otherwise.

Decisions from now could be taken to the LEL sub committee.

It was suggested we buy as many of the food items in small quantities to try out first, prior to the big day.

#### Update on Bunkhouse

The Planning Permission application went in a few days ago.

#### A Sign at the Front

Victoria asked if the board could give her permission to look for ideas and costs to make a 'sign' or 'statue' for the front of the Hub, that would encourage people to stop and come in. This was agreed.

**Date of next meeting: 19/07/17**