

Upper Eskdale Development Group

Directors' Meeting 12/01/17, at the Hub

Please note: Actions in **Bold**

Present: Jock Miller, Ernie Buck, Ken Porter, Sue Company, David Moffat, Victoria Long, George Birrell, Bernard Provost, Jennie Mills.

Apologies: Lodro Dorje

Conflicts of interest: none

Minutes of previous meetings:

07/12/16 Minutes: After one alteration these were passed as correct by Sue and seconded by George.

Matters arising:

- Victoria, with Sharon's help, is still exploring the possibility of the use of the upstairs south facing room by artists. **This is ongoing.**
- Community Council Windfarm Grant for the 3 creative courses: It was agreed to allow Expressive Arts to take over the funds promised to UEDG for these courses. **Victoria will let them know**, inform the Community Council and organise the procedure, as long as they are happy with this.
- There is as yet, no news from Jackie McQueen of DTAS about any training courses. **Sue will follow this up with Jackie.**

Reports

Sharon Tolson – Hub Administrator: (Sharon was unable to attend).

1. Events: There will be an **events meeting Thurs 19th at 3pm.**
2. Cycling advertising: The majority felt **that we should wait** nearer the time when the bunkhouse was completed to start advertising in this magazine.
3. Bunkhouse: Sharon should contact Ken, if either wants this meeting to go ahead.
4. First Aid Course: it was felt that the second place should be **taken by a member of staff.**
5. Shop: The board **asked Ernie to speak** with Joanne about leaving and then discuss the future with Ian and Sarah, this coming week.
6. Business Plan: there will be a meeting of the finance committee to discuss this **on Friday 20th January at 10am.**
Jock is setting up a system to estimate costings for each event and main meal.
7. Organisation: Pam's report (which also brings the above matter up), will be discussed at the next Staff meeting with the HR group.

Pam Carruthers - Kitchen:

It was decided that this report should be **gone over with the HR group at the next Staff meeting.**

Agenda Items

- Business Plans: it was agreed that the Finance Group would meet to discuss this **on Friday, 20th 10am.**
- Financial matters: No report. A loss of approx. £5,000 was made last month.
- Bunkhouse: plans/cost/ doing the work etc. The person dealing with this at the Planning Dept. is off until next week. The future is most likely to be down to providing a Building Warrant. **Ken is following this up.**
- Website – Victoria is working out how to use the website in order to estimate if we have to change to another new one. Most have a monthly charge, but the one we have with BT does not. It was agreed that calling the Hub Café a Bistro was still appropriate.
- Communication – It was agreed to keep PLEASE REPLY as a subject in emails to imply that the message urgently needed to be read. However, this should be used sparingly.

- Confidentiality form: A form to be part of the induction for Volunteers was passed round and the board agreed that it would be adequate. However, it was noted that it had no legal strength.
- **Date for Committee lunch in January: 20th Jan, 12.30**
- Working more closely with ESMP Hall Committee. The board were happy that Phil Hughes and Jock will be having a monthly meeting. It was also agreed that Victoria could attend the next ESMP Hall and that if this attendance is acceptable, that this could be done by other members of the board for subsequent meetings.
- Company Secretary Post: **This was passed to Victoria.**
- The Bar: A stock take was done by Sue and David after Hogmanay. It appeared that quite a lot of stock is going unaccounted for. **They will follow up with more stock takes. Sue will renew the lock on the fridge.**
Corkage: It was decided to leave the decision on if and how this would be set up, to the Licensee: Sue. It is important that the price reflects the income to the Hub. It was also recommended that we buy some better white wine.
- Agenda for Open Meeting:
 - a. Sharon's new hours of work.
 - b. Our financial situation.
 - c. Our increasing need to rely on volunteers.
 Victoria will make out an agenda.
- Holiday dates for directors: **all directors should send holiday dates** to Sharon to be put in the office wall calendar.
- Volunteer co-ordinator: This was decided to be **Sharon and Victoria.**

Reports from sub-groups:

HR Sub-committee:

Ernie went over Sharon's new working hours which will cover 4 days a week. (flexible). Some of that time will be for her to spend in the quiet office at the back.

Pensions: the last date before they need to be completed is 7th April. They should be set up by the 20th Jan.

Playground: We have been promised approximately £13K. Awards for All (from whom we have requested another 10K) have been in touch with some queries and will inform us of their decision around the end of January.

Renewable Energy Projects:

1. The first stage of the Feasibility Study has been completed. Cares have given the go ahead to go forward to the next stage.
2. Shared ownership: the groups previously contacted are going to be contacted again to see if they will be part of this project. It will be up for discussion between all the groups on who will lead this and who will look for funding.

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Treasurer's report:

Questions about the Playground. The reasons for building a Playground were explained to the board: apart from being directly of benefit to the people in the community, the most important is to increase footfall to the Hub (thereby increasing income) and encourage younger people and families to come to the area. A consultation with the community was carried out with a large majority being in favour.

Due to lack of time, some of the other matters in the report were not dealt with.

Date of next Meeting: Thursday 9th February, 6.15

Victoria Long, Secretary