

**Upper Eskdale Development Group**  
**Directors' Meeting Wednesday 19<sup>th</sup> July 2017, 6.15pm, at the Hub**

*Please note: Actions in **Bold***

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

**Present:** Sue Company, Jock Miller, George Birrell, David Moffat, Jennie Mills, Victoria Long.

**Apologies:** Bernard Provost, Ken Porter, Sharon Tolson.

**Conflicts of interest:** none.

**Minutes of the last meeting:** These were read. Two corrections were made. They were subsequently passed by Jennie Mills & seconded by David Moffat.

**Matters arising from these minutes.**

- Andrew Normansell (our Lottery contact) has asked for main contacts on the board. These will be Sue and Victoria.
- The Health and Safety Meeting for the Play area and back yard is scheduled for August 2<sup>nd</sup> with Nicola Simpson and Ken Porter. A fence around the edge of the terrace would be considered.
- Johnstonebridge Community Centre was contacted to ask about their policy on monitoring the playground. However, the Centre is closed until 31<sup>st</sup> July. It was suggested that the Playground on the hill above Boreland may also be similar.
- There is no progress about signage at the front of the building, as yet.

**Reports:**

Finance Report & considerations

- The accounts for June were studied.
- The Committee is moving towards having just one bank account. This will go ahead as long as the funds can be clearly ring fenced in each case, where necessary. This will be the Cominse account.
- Payment for holidays: to date, staff with zero hours contracts have been paid for holidays. This is contrary to government guidelines which aim to ensure that all workers earn and take holiday. From 1<sup>st</sup> August holiday pay for zero hours workers will also be calculated and accrued in the same way that the cook receives her holiday allowance.
- Having assessed the situation regarding our eligibility to claim VAT on the playground costs, Lodro Dorje has include a claim for this in the latest VAT return.
- Stanley Wynd (our accountant) has estimated his fees for this year to be circa £2,000 which takes into account some extra work on Pensions.
- Garden costs: Costs for a mower had been researched on the internet and were presented. It was estimated that to get a reasonable Mower would cost between £150 - £200. This was approved.
- Signs: Costs for weather-proof signs were still being investigated. One rough estimate had been received of £150. This was approved. A further sign was added to the list for the estimate: Café Closed. **Victoria will** follow this up.

- Security Cameras & Panic Button: Costs for 4 cameras and a panic button have been sought and an estimate of £1,660 has been received from Border Safeguard. This includes installation and VAT. The cameras record in 30 day cycles. Border Safeguard will supply, install and maintain the system. The Panic Button will ring in the police station who will then phone an identified person. **David will** find out if we have to pay extra for maintenance.

Sharon's report:

This was read out. It was decided that it should be emailed to the committee for comment.

Shop report: This was read out. It was noted that there are limited sources of stock that deliver.

**Agenda Items**

Reserve Funds: this will continue as in 2015, where we aim to have £45,000 as a Reserve Fund.

Visit by Oliver Mundell: **Sue will** reply to the letter and will also be visiting the Mundells at their 'Surgery' on Monday 31<sup>st</sup> July at the ESMP Hall, when she will invite them to the Hub.

Garden rubbish bin/dog turd box/etc: **Jock will** follow up on some adaptation to the outdoor rubbish bin (that lets water in), and set up the bin for the dog turds.

Food hygiene training: Pam, Sharon and Frank already hold Food Hygiene certificates. Lisa Nash, Becky Peloso and Nigel Hassan will be doing this via on line training. Cathy Hooper will be invited to do it and also Daniel Smith, Stella Walker, Louis Laing and Phillip Porter.

Training for LEL: **Sue will** organise this. It has been decided that volunteers should arrive 30 minutes early for their shift, to receive training and handover information.

**AOB:**

There was a short discussion on planning for the winter and whether we would be opening the Café. This was not decided.

The matter of the high prices in the Café was raised. Prices are currently being scrutinised.

The **Finance Committee** said they would consider a daily price for the room rent.

**Confidential Matters:**

HR: Approached Chefs in Scotland: [www.chefsinscotland](http://www.chefsinscotland). They are doing a search. They are charging £25 up front. On appointment there is a further fee of £375. We are offering a salary of £13/hr. for a Chef Manager for a 37.5 hrs /wk. This would come to (£24 – 25K ). The plan is that they would work on their own during the week and with one other when busy. The person may want accommodation as part of the package.

Discussion around volunteer. **Victoria will** talk with the volunteer.

**Next meeting:** Thursday 17<sup>th</sup> August, at 6.15pm .