

UEDG Committee Meeting Minutes

Thursday 19th October 2017 at 6.15pm

Present: David Moffat, Sue Company, Ken Porter, Sharon Tolson, Victoria Long, George Birrell, Jennie Mills and Bernard Provost,

Apologies: None

Conflicts of interest: None

Minutes of the last meeting: Subject to one correction these were passed as correct by Jennie and seconded by David.

Matters arising from these minutes.

- The Bunkhouse refusal of permission by SEPA: DTAS were disappointed to hear this. They advised us to contact some Planning Advisors (free). Sue has been in touch with these and they will be getting back to her soon.
- Shower: It was voted in favour of getting the proposed shower.
- Lottery survey & training: this is not necessary at the moment. Third Sector also have training for new directors.
- Shop: it was suggested that stock should go down to basics. Also, that the cost of tobacco should go up to £12 in a month's time. There was discussion around getting rid of the IPOS system. We will keep in touch with things and re-visit the matter in a month or two. Sandie will be arranging a meeting of volunteers in a week or so.

Reports:

Finance report: This was gone over.

The bar: Adrian will be going over the stock to highlight what sells & what doesn't.

It was decided that we should have a limit on the amount that could be ratified by any sub-group (including Finance). Any amounts over and above this would need to be discussed at board level. This will be worked out by taking the average of what was spent on capital new costs over the last year. George will report this for consideration at the next meeting. Any capital expenditure has to be justified.

Admin report: Rentals: The Board looked at the rental costs and terms & conditions. A few changes were recommended. Victoria will make a new draft and send it round. The board will get back to her to agree the changes or not (before the next meeting).

Volunteer expenses for Sandie: Providing volunteer expenses had been agreed at a previous meeting, up to the cost of the return bus fare to either Langholm or Lockerbie. George will check the HMRC website for the standard rate per mile and will get back to Sharon. It was agreed that this should then be offered to Sandie, particularly for trips to collect stock.

Banking: we should be able to get back online to pay our bills, next week. The delay involved the change of signatories. Unfortunately this has led to a delay in

settling some monthly accounts. The name on the card needed to be changed. We need 3 signatories for any changes, at the moment – this was a board decision.

Agenda Items

AGM on 22nd October: We have 2 vacancies on the board for elected members. There are nominations from Nina Finnigan and Lindsay Reid. Bernard will ask the Community Council if they are happy for him to carry on as their representative. Ken Porter & George Birrel are happy to continue as co-opted members. Membership forms will be available at the meeting.

Café winter opening hours: it was decided that the Café would reduce to Winter Hours from November 6th, closing on Monday, Tuesday and Wednesdays. There would be a coffee /cake station in the Shop area during the day: 10 –4pm (while the Shop is open). The Café will open from 10 – 4pm on Thursday, Saturday & Sunday. On Friday's the Café will be open later with last orders at 8pm. Saturday opening hours will depend on whether there is an event scheduled. The Chef will look at the figures at the end of December and we will discuss changes if necessary.

There will be no more than 2 members of staff on at any time over the 4 days the Café is open, except for Sundays when we will be looking for a kitchen porter to work from 12 – 3pm approx. If we cannot get a young person, it will have to be one of our regular staff.

Andy is negotiating a better deal with Pioneer. The order arrives on Wednesdays, so someone (?Pam) will have to be available to receive it.

It was requested that we talk to Nigel about doing Turkish night as a volunteer.

Big Lottery Application: The Committee were told that the Lottery had accepted our Stage 1 application for The People's Project and that we were now working towards Stage 2. This application has to be sent in by November 10th. The items that had been requested in Stage 1 were identified:

1. A Sauna,
2. Projector & Sound Equipment,
3. Lighting and hanging for the Exhibition Hall,
4. A Covered Cycle Rack,
5. Volunteer expenses
6. Extra paid staff help for Admin.

Victoria is conducting a survey/questionnaire for the Sauna.

It had been mentioned that a Projector, big screen and Sound Equipment had been hired for the following w/e at a cost of £35 in total by Eskdalemuir Expressive Arts. They are happy to continue to hire the Hall to show films in the future, so there was a question as to whether we would really need to buy this. Also, it was reported that the equipment they had hired was surplus to requirements and that UEDG could possibly keep it. **Victoria** will look into this and will also collect quotes for all the other equipment. **George and the Finance Committee** will give a figure for an extra part-time staff member for 2 years, to help with Admin.

Repairs to Hub & Car Park:

The Hub Maintenance: it was noted that maintenance of the Hub, (such as lubrication of the boiler) has not been regularly carried out. It was decided to allocate this job, after the new board members had been voted on. All the Maintenance Files (Comisc) are stored in the South Eaves Store.

The Car Park is in poor shape and frequently covered with water. David Moffat offered to repair the car park and level it, possibly with the help of James.

WIFI: it was decided by a majority vote to block dating sites through the new WIFI system. Other sites such as: (get info from Sharon) will also be blocked.

Website: We need a new website rather urgently. Sharon & Victoria will work together to get some quotes. The board agreed to let them go ahead with finding a new website.

Storage of Flood defences for village: It had been suggested that materials for flood defences (such as a sand box and a bag box) could be stored at the back of the Hub in the 'indented' part of the building opposite Gloria's house. The board agreed that this was acceptable provided that Gloria was consulted.

Hub flood defences: It was pointed out that there is no longer a trustee with first-hand experience of implementing the Hub's flood defences. It was decided that **Bernard, Ken, George and David** talk to Jock about this and organise a practice run.

Training: It had been suggested that the staff receive Customers Service Training. This could be arranged through Skills Development Scotland. Our contact for this is Leslie Begg. It could probably be done on the premises. The board agreed that **Sharon** should go ahead with arranging this.

AOB

Frank Richie is involved with the Samaritans and has requested to have a raffle for them on St Andrew's night. He will organise it. The board agreed. He also has three pictures that he would like to offer for sale for a donation to the Samaritans.

There has been a request received through May Reid from the Eskdale Foundation who are looking into the future of the old police station in Langholm. The representative would like to come and speak for 15mins. It was felt that the Community Council is better placed to provide this platform. **Sue** will suggest that the Community Council could be approached about this matter.

Staff matters: Pam wants to do training as a Café Manager. She has offered to do this in her own time. She could also apply for a grant. We will consider any suggestion for training she proposes.

9th Nov – Next board meeting to introduce new board members and establish roles for all.

The normal Board meeting for November will be Tuesday 21st November.

Victoria Long
Secretary