

UEDG Committee Meeting

Tuesday 19th December 2017 at 6.15pm

Present: Jennie Milles, Nina Finnigan, David Moffat, Sue Company, Victoria Long, Ken Porter, Bernard Provost. Sharon Tolson attended to present her report.

Apologies: George Birrell, Lindsay Reid.

Conflicts of interest: None

Minutes of the last meeting: These were proposed as correct by David Moffat and seconded by Ken Porter.

Matters arising from Minutes of 23rd Nov.:

Cooking club at Hub: The following are the conditions set by the insurance company:

- The group needs to be supervised to ensure the equipment is used correctly. Pam is happy to act as a supervisor.
- The deep fat fryer cannot be used.
- If under 16's attend then the Hub must have appropriate CVC checking in place

The UEDG needs to charge for the kitchen and the charge must cover the attendant staff member. This was established at £12 an hour, or £60 for a 4 hour session for the kitchen and use of equipment & staff.

Reports:

Finance report: there was discussion regarding claiming VAT on the LEL income/expenditure. It was explained that the Net amount was the significant figure to record. However, there are 3 different VAT percentages for the Shop. The finance report was gone over and explained.

Admin report:

- Events: **the group needs to come together soon.** The date for the Lunch Club will be decided this week and emailed out.
- **Nina** offered to help serve at the Burns Supper:
- Shop: **Jennie** will help with the Shop ordering etc., with **Victoria.** It was agreed to have a dog bed and somewhere to tie dogs up in the hall area outside the shop.
- Customer Service Training: Sharon is having difficulty getting enough staff from other organisations to meet the numbers needed for the event to go ahead.
- Finance: Sharon needs help with the extra workload. **George has** offered to spend time with Sharon on 29th. The problem is partly to do with getting used to the new system suggested by Lodro Dorje. There are still issues with the working of the iPos system. **Sue will** contact IPOS to clarify an easier way forward.
- General: Sharon suggested a meeting with all the staff and some trustees to help all engage and understand the project.
- Discussed having a menu rather than just Specials on the board. This would be easier for posting on social media.
- Investors in People: this organises accreditation that companies can get for staff and volunteers. There is a 2K training grant with a trainer. **Nina offered** to arrange this.
- Sharon provided everyone with her Ideas for the Hub which she had updated. Sue urged **all to study this** and give feedback at the next meeting.

- Health & Safety: the rules and regulations were read and discussed.
- Community Meeting: it was agreed that it was important to continue to have these meetings and engage with the community. **A date will** be fixed for January.

Agenda Items

Hub/Café/Shop winter opening hours over Christmas & New Year:

Café Open: Thursday, Friday, Saturday 10am – 3pm (last orders).

Between Christmas Eve & New Year: last orders on Sundays: 24th & 31st :
1pm.

From New Year: Open Friday nights when there is a pre-planned event, and a monthly theme night will be introduced to coincide with the singing group evening.

Shop Open: Wednesday, Thursday, Friday & Saturday: 11 – 3pm on both weeks, volunteers permitting.

Applications for funding: An application to the Weir Trust (mentioned on 3rd Sector Funding News) was suggested. Apparently UEDG had applied some years before, but had been turned down. However, the Trust had encouraged us to apply again.

Nina has offered to do some raising of funds. There are two Windfarm funds that we can apply for – one a large amount and one through the Community Council for a maximum of £6,000. However, the deadline for the larger amount is mid-January.

Things that need funding: help with accounts & bookkeeping, volunteer expenses.

The Bunkhouse application is still in abeyance. Sue has had help from Planning Aid, from a planning officer, to re-apply.

Nina will apply for a development/volunteer coordinator/fundraiser.

Victoria will do the Community Council Windfarm application: it was suggested that we get a grant for one Ceilidh/Music Night, through this application as well as the list of practical items needed to upgrade the Hub.

Fairshare Go: It was decided to go ahead with this. We can charge for the food we make with the end of day stock, as long as the money is ploughed back into the business/charity. We can sell it at a nominal price to cover our cost.

Websites: Victoria had received 3 quotes from organisation who build websites. These were gone through. It was decided that **Nina's grandson Joe** should have a look at these and decide which company could make an easily accessible, fast and easy to update site. **Victoria will send** links round to all the board.

Customer Service Training: Sharon is still trying to implement this.

Health & Safety: Jennie volunteered to be our Health and Safety office. Julie Baxter the local environmental health office is due a visit in February. **Sue will** send Jennie the information.

Next Meeting: 18th Jan 2018

Victoria Long, Secretary