

Upper Eskdale Development Group

Minutes of meeting: 3rd December 2014

Present: Jennie Mills, Nick Jennings, Susie Lilley, Les Harrison, Sue Company, Bernard Provost, Ernie Buck, Victoria Long

Apologies: Scott McCarthy,

Not in attendance: Jock Miller, Lodro Dorje

Minutes of the previous two meetings of 5th and 19th November:

Bernard proposed and Jennie Mills seconded to accept the minutes of the meeting of the 5th.
Jennie proposed and Susie Lilley seconded to accept the minutes of the meeting on the 19th.

Matters arising:

Extractor fan has allegedly been re-calibrated. However, Nick is taking this further as it is still not satisfactory. Visits have been made by representatives of all the bodies involved, to inspect it including the installer and the contractors. They have specified that the problem does not fall within the faults procedure. They fitted it according to the kitchen fitters. Everyone is blaming everyone else. In the meantime a line has been marked on it with a black pen to show the maximum it should be set at. It has been decided by the board that any funds owing to the builders should be withheld until the situation is resolved. The board may also sue the architects. The Lottery have contacted the architects on our behalf to ask them to resolve the situation.

Frances' wall: Frances has requested assistance with the repair of the wall between the UEDG site and her property. This would cost about £850 altogether. UEDG maybe liable for half. It was suggested that if the wall is to be repaired it would make sense and offer longer term value if the whole length of the wall was done at one time.. At the moment the funds are not available, therefore a decision on what should be done and when will be made at a later date.

Medical Presence in Eskdalemuir. Sue Company will take this forward.

Tapestry: The last deadline was November 30th. However only 17 of the over 35 people who had expressed interest have returned their completed canvases. Some people have expressed ongoing interest but have been unable to find time to complete the project. This is a work in progress.

Operating Book: This has arrived. It consists of 5 ring binders plus some CD roms. This is for reference on all the equipment at the Hub and will be stored there.

Putting you First: Funding from this organisation is no longer available.

Key Holders: Two master keys are held by Nick and Martin. There is a key safe. Nick will arrange the key training directly with the key holders.

Co-option of Les Harrison: Les was welcomed onto the board.

Meeting of Finance committee:

This had been held on Thursday 27th, attended by Sue Company, Lodro Dorje, Jennie Mills and Victoria Long. The accounts had been looked at, particularly the projected accounts for 2015.

There was discussion on the margin the Café was making. Les will take this forward with Martin and liaise with Sue. The forward plan for 2015 was discussed. It was recommended that a monthly stock take be made. Volunteers who are working at the Café/bar are given a meal.

The Shop

There was a short discussion on what to do with the Shop space but it was decided to leave this matter to another meeting, due to their being too many more pressing matters to attend to.

Events

On Saturday December 6th.

Nick asked for volunteers to help with a bike event on Saturday 6th at lunch time. About 30 are coming for hot drinks and toast on their way and a high carb. meal on their return journey. Susie Lilley and Sue Company offered their help. Nick will also be there.

Publicity: It was decided that a paper notification of events would be made available for handing out to those who do not use computers. Nick will take this forward.

Room Hire: This is currently £10/hr for the consulting room. £12 for the Hall. The large office space has not so far been let. No decision was made of the rental cost but thought that it would be good to negotiate this. This could be used for hot-desking.

Closure of Café / Bar

The Café will be closed over Christmas: 24 - 28th December inclusive. It will open with a party at Hogmany, with a ticket admission for a cold buffet and a restaurant menu.

The café has changed its opening times: <http://www.eskdalemuir.com/OldSchoolCaf%C3%A9Bistro>

There was a discussion on whether to close the Café the second and third week periods in January. It was decided that we would try and stay open with stand in staff if this were possible. This would be decided by Monday 15th December. Kitchen staff would be able to take their annual leave during that time.

The bar could be open if volunteers can/wish to take this on.

Nick is trying to set up a pool of people who can help out with cooking if and when needed. Les's son is happy to help as a cook and may possibly stand in for Martin during the holiday week-ends. It is intended that these staff be paid but currently there are no funds identified.

There was concern about consistency with availability of the food being offered. On the occasion that this had occurred, it was decided that there had been a problem with communication. Sue will discuss this with Martin.

Kitchen Porter

It was considered if we could take on young people for this job. Nick will look into the rules and regulations of young people working in a licenced bistro. A young person would be on a minimum wage for their age. The time would be 8 hours/week. Nick will work on a job description.

Cleaning Job

It was agreed to hire a cleaner on a contract. Victoria will update the cleaning schedule. References will be needed. We will pay £8 an hour.

Contracts

The basic contract was looked at and discussed.

It was decided that Sick Pay should be set at one month on full pay and one month half pay during any one year from the first sick date, after which the amount paid would be that of statutory sick pay. This would be reviewed annually.

It was noted that we needed to add Pensions. Other aspects of the contracts were agreed upon. It was agreed that Nick could issue the contracts with this addition and any changes.

Café / Bar matters

It was decided that Martin should be Line Manager for all kitchen staff as set out in the job description.

Appraisals: There should be an appraisal procedure. Volunteers should also appraise the line manager. A narrative appraisal was thought to be most effective.

Bar: 7 people are on the list to be bar-persons. The laws covering the level of alcohol in the blood when driving is changing later this month.

The Training is on the 11th Dec. In the evening.

Accountants:

Since 2007 Stanley Wynd has been doing our books at very low cost to the organisation, for which we are very grateful. However, during 2013-4 we exceeded the charity threshold (income/expenditure) and this means we will need to have audited accounts. Nick requested quotes. He received a very reasonable offer from Christa Cameron (who has a house locally) and the board agreed that her organisation would be used for the 2013-4 year and after if needed.

Social Care

Co-ordination of Care: Clare Carr Saunders is taking on the coordination of care with Phil Johnson. Nick is looking into funding for this.

Nick is working with Lorna Curtis and Brian Patterson on a funding bid for IT training that could be offered to locals.

Heath & Safety training (27th Nov): It was noted that we need to be extra careful in future in actions and communications with the public using the Hub.

Nick has thanked the tutors and is awaiting the pro formas. The pro formas will form the base for what we present to all those who use the building. It is advisable that the directors read these.

Public Liability

Our cover does not include the cost of legal fees in the event that Trustees (Directors) only need to prove that they do not have a case to answer. It was agreed that Trustees Indemnity to cover these costs would be worth it. It was decided that we should investigate if the cost quoted was only for one year and if this would cover multiple claims, and also what the cost should be based on our annual turnover.

Complains procedure

It was decided that all complaints would in the first instance be brought to a meeting.

Washing machine & tumble dryer

Nick will take this forward and buy a washing machine and a separate tumble dryer. They could be stacked since space is limited.

Planting of the Car Park and behind the Hub

It was suggested that the planning and planting be carried out with the help of interested people on the Advisory Panel, in consultation with Karen who has the plan. There is £3,300 to cover the planting of the car park and the land behind the Hub. This needs to go forward soon (winter is the best time) and since we have to fulfil the conditions of the Planning Department.

It was advised that we need to look at endangered native species and also species indigenous to Eskdalemuir and wild fruit (Kew Gardens advise). It was suggested that we plant Rosa Regosa from the wall along from the entrance to the Hub towards the road since it would deter the public from accidentally falling down the bank.

History of Eskdalemuir

It was suggested that with only one or two people left in Eskdalemuir who were born here, it would be good to approach them with a view to making a History of Eskdalemuir in words and pictures for display at the Hub. The Heritage Lottery Fund could be approachable if a motivated person would be interested to take this forward; possibly someone on the advisory group or Miriam Bibby. Victoria said she would ask her.

Next meeting: Wednesday 7th January 2015, 7.30pm.

Secretary
Victoria Long