

UEDG Committee Meeting

Wednesday 15th January 5pm, 2021

Online

Attending: Bernard Provost, Lindsay Reid, James King, Victoria Long, Paul Barber.

Apologies: Christopher Hutchinson, Susie Lilley and Laura Bennett

Previous Minutes: these had been read by all attending. However, due to not having a quorum, it was not possible to pass them at this meeting.

Matters arising: The acceptance of Chris Hutchinson as a Director/Trustee had been discussed with him and he had been nominated and seconded by members of the board. However, since he was absent, we were not able to welcome him as a board member.

Reports:

Finance Officer: Chris Hutchinson

Chris has sent in some reports, but did not attend. It was felt that any financial matters should be left for discussion at the next meeting.

ODM: Paul Barber: Paul had sent around his report, which was subsequently gone through.

1. Track & Trace: we have not as yet been asked for this information.
2. The burst pipe in the pellet store was kindly fixed by Tony.
3. Regarding furlough in this period, we will investigate whether Paul can also be furloughed for some of his hours. It was suggested that Victoria can possibly do this when she 'meets the funder' (Robertson Trust) at a webinar on 27th Jan.
4. The Adapt & Thrive Fund bid that was submitted prior to Christmas, has been successful and we shall be receiving £16,200 to meet costs of activities for locals, running costs and repairs.
5. The Strategic Business Framework Fund application will be sent in later this week, if possible.
6. Christmas Cards with 25% vouchers: there was a question as to whether these were all distributed throughout the parish. It is possible that some people may have been missed out. This will be investigated (Victoria & Paul).
7. The Carol Service on 20th December was attended by about 10 people.

The full ODM report is available to see on request.

Agenda Items

AGM

1. Trustees Attending
Of the Trustees present Bernard and Lindsay said they could attend. James gave his apologies. It is currently unclear how many others on the board will be there.
2. Members attending
There are now between 20 – 30 Full Members of UEDG. Approximately 6 people responded to the 'reminder' to join who wanted to 'attend' the meeting on Jan 17th at 3pm.
3. Resigning Trustees who are eligible for re-election:

Bernard and Lindsay agreed to resign.

Paul will send out the invitation on behalf of Victoria who will chair the meeting.

Membership: the benefits?

A member had raised the question about the benefits of being a Member. The board discussed ways of making this more worth-while and involving people more. It was suggested that we 'redesign' the Membership and possibly have discounts or vouchers, or a monthly or bi-monthly 'draw' with a prize. This will be done after the AGM if the majority of the board agree. It was suggested that we put the questions to the attendees of the AGM.

Security at the Hub.

It was felt that the current practice of keeping all keys in the key cupboard was unsafe. It was suggested that we keep the most important keys in another location, to be decided.

Training for the sale of alcohol and dates.

James will look into the training materials that need to be ordered and get these before setting dates for the Bar Training. It was felt we should invite more people to take part in this training, since the more people who can volunteer for this work the better.

Rota for bartenders, for events.

Previous people who have done this work will be approached to find out if they are still willing to be part of the Rota for events and sales when the Café or Shop is open.

The role of caretaker: sharing the job

When Paul is not in attendance at the Hub, Victoria and Bernard will currently share the job of checking the building and monitoring and filling the boiler. James will act as backup.

OPERATIONAL DEVELOPMENT MANAGER REPORT

Prepared by **Paul Barber**

Date: **13th January 2021**

Content:

Venue & Housekeeping:

All Covid-19 procedures remain in place until further notice and are being followed without issue by centre users. Track and trace detail continues to be captured in the café with historical data kept for the required 21 days.

Opening Hours – closed at present as per Government direction. Not publically able to announce a planned re-open date. The lockdown is on at present till end of Jan which would suggest we could open early Feb but best to wait until week commencing 24th Jan when the First Minister is due to review the restrictions and announce accordingly.

Small pipe burst in pellet stores – this is the pipe leading to outside water taps. This is presently being fixed.

Site is being checked every couple of days throughout this closure period.

Staff & Volunteers:

In line with the law requirements of only going to the work place is deemed essential and if unable to undertake work at home, all staff, except myself, are on furlough 80% pay and have been informed this is the case. Pam and Frank will receive payments based on 2020 hours 12 months previous. Other zero staff are now also eligible if on payroll at 31st October 2020. The claimable hours for these staff to be determined over the coming weeks prior to payroll run last week in Jan.

Following discussion with Victoria, I am presently working 20hrs per week. One day at the Hub to undertake work I cannot do at home and two days working remotely. The other 10 hrs are proposed furlough at 80% if role funding allows as we are not having any turnover and a percentage of my job is purely operational so not required if we are shut.

Active rota for volunteers on the white board in reception continues for whenever we are opening again.

Finances (Commercial / Grants):

With the present 'forced closure' in place we are eligible for the 'Strategic Business Framework Fund' which I will be putting in for this week. This is £2000 for each four week period we are shut plus an additional top up paid at the same time of a one off £6000 payment based on our rateable value. Payment total of £8000 will be paid to us at the end of January with a further £2000 towards the end of Feb if a longer lockdown is stipulated. Considering our present average monthly turnover of £2500 per month and having furlough salary support – this is a significant amount of fund support.

'Adapt and Thrive Fund' bid was submitted prior to Christmas for £8400. The official date on the outcome of this application is 15th Jan but, with the new lockdown, this may be a delayed response and / or adjusted to reflect the new business support funds released.

Room hire has obviously been minimal – occasional bookings for therapy room and main hall that have been invoiced for accordingly.

The Helen Fradley booking of a three course for 12 people in main hall on Friday 12th December was postponed as the group, due to admin error on their part, turned up on the wrong date (a day early) and could not re-arrange. We refunded their cost less £40 to cover any advance perishable purchases we made.

I have now started to undertake finance duties such as payroll, cash takings, paying invoices etc. following the guidance from Chris, enabling Chris to free up some of his time and to focus on strategic finance matters.

Partners & Associates:

In addition to those mentioned in previous reports, we are now connected to the INTO Film Festival which works with community based cinema venues bringing local schools in for film showings – however, this was due take place in March but has recently announced it is cancelled until possibly the Autumn due to Covid. Will issue more details on this later in year if it looks likely it is taking place.

Christmas cards with support details and 25% off voucher were distributed across Eskdalemuir in conjunction with Eskdalemuir Covid Support Group. The vouchers are valid until the end of March. Any discount from those given to customers can be re-claimed via the support group along with printing costs.

Events & Sessions:

Church service planned for Jan (and possibly Feb) has been cancelled. I am in contact with Robert Pickles to start it up again as soon as we are able. Carol Service on 20th Dec had decent attendance.

Shiatsu, Tai Chi, Paint Aid, outside clean up session all planned for Jan have been postponed until further notice.

Marketing & Promotion:

Social Media – Facebook has 1,496 followers. Up by 14 from last month. Posts have reached 1,412 via sharing, and 134 have had direct engagements. The page has been visited 190 times in the past 4 weeks – an average of 6 times per day with 1 on-click to website. These are lower stats than normal which is to be expected over the holiday season in addition to us not being open.

Twitter account (@EskHubCaf) now has 62 followers at time of writing. 90% of all our Facebook page posts are also sent on twitter.

The website has had 132 visits with 314 various page views. 74% of traffic is UK; Canada 11%, USA 4%, and the other 11% is a mix of Germany, China, Switzerland, and Ireland.

During December there was a significant decrease in centre use as only a 3 week month and large drop in external visitors due to restrictions and the season. However, local use was not too different to November – which is positive.

Residents:

DAY	Wk1	Wk2	Wk3	Wk4	Wk5	TOTAL
Friday	11	8	7			26
Saturday	7	7	5			19
Sunday	15	10	13			38
TOTAL	33	25	25			83
%	48%	50%	60%			51%

Visitors:

DAY	Wk1	Wk2	Wk3	Wk4	Wk5	TOTAL
Friday	9	5	4			18
Saturday	5	13	6			24
Sunday	23	8	6			37
TOTAL	37	26	16			79
%	52%	50%	40%			49%

Total of 162 centre users: Residents: 83 (51%) Visitors: 79 (49%)