

UEDG Committee Meeting

Wednesday 10th Feb 2021 5pm

Online

Present:

Victoria Long, Chair, Bernard Provost, Suzie Lilley, Lindsay Reid.
Paul Barber ODM also attended to deliver his report.

Apologies:

James King, Laura Bennett & Chris Hutchinson.

Victoria let us all know that Chris has decided to resign as a board member and as treasurer to the board. This is in connection with the email he sent regarding membership.

Laura Bennett has also been in touch to say that she feels it unfair to continue as a board member while she is unwell and cannot attend. It was decided that Victoria would write to her letting her know that we are sending her good wishes and that we would be more than happy for her to stay on the board and return when she feels she is well enough. It was agreed that the rule of having to resign after missing 3 meetings, should not be used in this case when somebody is too unwell to attend.

Minutes from Previous Meetings:

The minutes from the December board meeting and the extraordinary meeting in January were both proposed by **Bernard** and seconded by **Victoria**.

Matters Arising from previous Minutes:

Victoria is still to check who didn't get a Christmas card delivered with a Voucher.

Notes from Paul's Report:

Paul talked in depth about what we could spend the recovery fund on, which is to be spent by the end of May. Victoria would like to find out what other funding is available to us, especially for trying to make use of the upstairs rooms. Paul had an idea of making it into accommodation for a resident artist. There are lots of funds available for this kind of thing. Bernard points out that building restrictions and planning may be a problem for this, Paul suggests that we use some of our funding to pay for a building consultant to check why the planning and SEPA have had issues with any plans in the past.

Paul presented 4 further **branding** options, which were a refining of what had previously been decided. The fourth option was the favourite and it was suggested that he tweak this choice for us to see in different sizes and colours.

Agenda Items:

The first two agenda items were added by Chris and so were not discussed.

Membership from the last AGM

According to the Articles of Association, UEDG should have less than 20 Members. It was decided to have a meeting dedicated to membership and what it means to be a member.

Giving away articles from the shop & cafe that are past their best before date - Victoria will draw up a list of items and then send out an email to the board firstly and then the

community, people will have to book what they want via email and boxes or bags will be made up for people to collect outside the hub. Everyone will be giving a time slot and all items will be on a first come, first served basis.

Update on Playground Equipment - Victoria reports that she is looking into new net for the trampoline and a repair for one of the Stepping Posts.

ROSPA Training - This is a qualification for the regular check of the playground equipment and needs renewing every 3 years. Victoria did it the last time and so has been looking into renewing it but there are no online courses or any locations in Scotland. The closest seems to be York. Suzie put her name forward for going to do it in York once the courses start back up. Victoria will let her know when a course is available.

Reports to Donors & Raising funds

Paul will be researching possible donors to fund his own post from August. Victoria has heard that the Community Council may have funds available, A report is due to the Lottery at the end of March on the whole project (since 2013), the last lot of funding having been received in June 2020.

AOB:

None

Date of next Meeting:

Wed 10th March 5pm

APPENDIX

OPERATIONAL DEVELOPMENT MANAGER REPORT

Prepared by **Paul Barber**

Date: **10th February 2021**

Content:

Venue & Housekeeping:

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 Feb which would suggest we could open early March but best to wait until week commencing 17th Feb when the First Minister is due to review the restrictions and announce accordingly. 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 are receiving 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 are an average of work undertaken over the last quarter of 2020.

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 being collated to use later in the year as furlough is not applicable. If closed until end of Feb, this would equate to an extra 80hrs to use possibly across June and July. This has been agreed as acceptable by our funders.

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 the 'Strategic Business Framework Fund' application has been submitted. 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 £10000 to be paid to us at the end of February. Had confirmation from the Council that payments are delayed due to volume of applicants. This is only payable if in a Level 4 lockdown area, part payments do not apply. Only level 1-3 areas can apply for part payments.

The Recovery Fund have paid the £16,200 into our account to spend on the following between now and the end of May 2021:

Card machine rental
Window cleaning
Lift maintenance
Insurance / Licences
Cleaning materials / PPE
Boiler Pellets
Electricity
Security
Phone line / Broadband
Marketing
Maintenance / Repairs
Playground training / inspection
Freelance Tutor/s and staff
Event resources / materials

Room hire is minimal – all bookings that took place prior to lockdown have been invoiced and paid for.

Presently looking at further funding options with Foundation Scotland and others to see what may be a viable application and will submit detail to Board for review once options are known. Hopefully, this will be specifically for renewal or additional items for the Hub and / or the enhancement of upstairs provision if deemed feasible. More long term, there is also an events fund that may be something to consider accessing for the summer if seen as a likely time for something of this nature.

Partners & Associates:

The INTO Film Festival which works with community based cinema venues bringing local schools in for film showings was due to take place in March – now postponed until the Autumn.

It has been agreed that we can extend the validity of our 25% off voucher offer from March to May end. Any discount from those given to customers can be re-claimed via the Community Council along with printing costs. Reconciliation for this can take place in June once the promotion has ended.

Membership – looking to review present 'offer' and repackage our membership situation as per the highlighting of it at AGM. Will send detail out soon once considered.

Events & Sessions:

All planned events and session have been postponed until we know when restrictions are likely to be lifted.

Marketing & Promotion:

Further examples below of possible branding. Note; this is not a logo but a concept for our external image – used on physical marketing (leaflets, signage etc) and social media. Colour variations of such possible. For review.



Social Media – Facebook has 1,496 followers. Up by 14 from last month. Posts have reached 958 via sharing, and 134 have had direct engagements. The page has been visited 176 times in the past 4 weeks with 1 on-click to website.

Twitter account (@EskHubCaf) now has 64 followers at time of writing. 90% of all our Facebook page posts are also sent on twitter.

The website has had 166 visits (18% increase on December) with 444 various page views. 76% of traffic is UK. As an aside, the website now has an additional 'Documents' page with links to various copies of minutes and anything else deemed of interest.