

# Upper Eskdale Development Group Committee Meeting 10<sup>th</sup> March, 2021, 5.00pm (online)

**Present:** Susie Lilley, Lindsay Reid, Victoria Long.  
Paul Barber attended to present his report which included agenda items.

**Apologies:** James King, Bernard Provost

**Conflict** of interest: none

**Minutes** of previous meeting: These were read through by Susie. These were confirmed as correct by Victoria and seconded by Susie

**Matters arising** from Previous Minutes:

- Contrary to what had been reported at the last meeting, Laura had tendered her resignation due to her ill-health. This had been accepted.
- Vouchers: some vouchers will be printed for those who had not received one before Christmas.
- Branding: It appears that the address of the Hub is 'The School'. It was decided that this should be updated on the Post Office register and then on any at other sites such as Company House.

**Manager's Report (to include a financial update):** Paul Barber.  
This included the following subjects:

Opening hours: Paul will be able to return to work at the Hub on April 5<sup>th</sup>. The Hub may remain closed until 26<sup>th</sup>, or sooner if restrictions are lifted.

Finances: Paul has managed to complete all the requirement for Feb. accounts. This amounted to about 20hrs work. However, when busy this would probably be 28hrs/month. It will be decided after we re-open, if extra staff are needed.

Funds: Funds are to be received for core costs from Strategic Business Framework.  
Present overall funds in bank: £82,000  
Reserves / Restricted Funds (approx.) £49,000  
Unrestricted Funds (approx.): £33,000

Staff: Furlough will continue until the end of March at least. Claims will be reassessed nearer the time that we can open 'normal' hours.

Membership: A draft form was presented and discussed. It was decided that this should be slightly adjusted and then sent out to the board again as well as those who at the AGM said they wished to be part of a sub-committee to discuss this, for suggestions. It was suggested that there should be an opportunity to pay for the membership and any donations online.

Request for extensive hosting by Gardeners Guns, for users of the ranges and the driven shoots has been received.

After discussion it was decided that Paul would draft a response and consult the board again before sending it out.

Lottery report & response: A final report was written by Victoria and Paul for the funding by the Lottery of the Project as a whole, from 2013 to 2020. Our Lottery contact responded that the report met their needs, but also asked how we would be able to meet our future funding needs. Paul and Victoria will work on a response.

Funds coming from Community Council (from Regional Council).

About £900 will be transferred from the Community Council. These funds are restricted for the payment of Premises Manager and Training, as well as the Voucher that had been sent out before Christmas.

The Voucher

Extension date of Voucher: this is the end of May.

The meeting closed early due to other commitments by members.

Next meeting: **Wednesday 7<sup>th</sup> April at 6.15** (OK for Lindsay) (subject to checking with other committee members.)

**AOB** – Letter to Chris. This was not discussed.

## **APPENDIX**

### **OPERATIONAL DEVELOPMENT MANAGER REPORT**

Prepared by **Paul Barber**

Date: **10th March 2021**

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#### **Content:**

##### **Venue & Housekeeping:**

Opening Hours – closed at present as per Government direction. Not publicly able to announce a planned re-open date.

Key provisional dates are as follows; April 5<sup>th</sup> – stay at home for workers lifted so staff can be at place of employment as required. April 26<sup>th</sup> return to level/tier system will substantial re-opening of hospitality and retail – based on area level set.

This is all subject to change following next Government announcements. If this remains the same, the plan will be for OD Manager to back in workplace from 5<sup>th</sup> April undertaking normal hours and for a public re-opening on or just after 26<sup>th</sup> April. Site is being checked every couple of days throughout this closure period.

Lift maintenance checks completed two weeks ago.

External windows cleaned last week.

##### **Staff & Volunteers:**

All staff, except ODM, still on furlough at 80% pay and have been informed this is will be the case for March at least. Furlough has been extended until September 2021 but it is hoped, and logical, that if the Hub can sustain 'normal' open hours from May – furlough claims should end, this will need to be reviewed nearer the time. Active rota for volunteers on the white board in reception continues for whenever we are opening again.

### **Finances (Commercial / Grants):**

Since the departure of the Treasurer, the OD Manager has undertaken finance duties and completed all the requirements for Feb accounts. The tasks involved in this equated to around 20hrs for the month but it is understood that duties are less due to inactivity. Once open, it is expected that the workload would average about 28hrs per month (4 days) so subject to review in regards to whether additional staff support is needed post April.

It is fine at present, as it is also helping the OD Manager to gather a further understanding of the finance elements of the business. The Treasurer left extensive notes to support this transition which have been a good source of help.

Present overall funds in bank: £82,000

Reserves / Restricted Funds (approx.): £49,000

Unrestricted Funds (approx.): £33,000

Estimated operational timescale if no change to present income / expenditure: 19 months up to September end 2022. If operating under normal hours with income / expenditure: 27 months up to May end 2023. This is based on conservative estimates. Following initial rejection, the Strategic Business Framework Fund application has been accepted with £10000 due to be paid in the coming days with a further £2000 at the end of March.

No room hire bookings at present.

Pending funding applications: For feasibility study in regard to upstairs area, festival event for late summer (Festdalemuir), general housekeeping (external works), a more comprehensive 'what's on' / hub update guide in the form of a newspaper / magazine (The Eskdalemail), and staff funding. Will update board as and when each one is progressing and amounts concerned.

### **Partners & Associates:**

Had detailed enquiry from Gardners Guns around utilising Hub facilities over the next year. Main points from email are below. Holding email sent as reply informing Gardners Guns that this will be discussed at next board and a response afterwards will be issued.

*"We aim to run around 6-8 competitions a year, with attendance figures of approx 50-60 at each, along with staff this means numbers around 70-90 people need to be fed, up till now ive just been getting sandwiches from Morrisons but going forward we are so busy that it would be good to know someone else has my back on the catering front! I wondered if you would be able to offer a cold finger buffet, for around £3 to £5 per head, including basic tea and coffee facility (just hot water and paper cups style, nothing fancy!!) for lets say, 70 covers per event, they will always be on a Saturday and the 'feeding time' would be around midday. We will also be having more driven shoot days over this next winter, for which i fully intend to book the guests in for lunches (and hopefully get the right dates this time!!) however, these are not always on a Fri/Sat, would you be willing with plenty of notice, to cater a lunch for a shoot day on a Weds or Thurs perhaps? There seems to be some pockets of local opposition to the range and we are sad to see its always the same names and faces complaining about everything, we want the financial impact all these visitors have already had to the wider area be felt locally, and as The Hub is ideally positioned to benefit, here we are!"*

Membership – proposed re-design of membership form and offer to an A5 back to back option that can be distributed and left on reception / in café area. Simplified format with new age options to assist with funding streams data and removal of 'volunteer' option that should be a stand-alone promotion, possible extension to 3yr

validity of form with annual subscription reminder issued to assist with administration of process. A subject to change example below for review / discussion;

## Upper Eskdale Development Group Be a Member

Would you like to become a member of Upper Eskdale Development Group and help to *shape the future* of our Old School Hub & Café?

You can join us!

All you need to do is complete the detail *overleaf* and hand / send back to us with your annual subscription of just £1.

What does it mean to be a member?

ALL of the following;

- *Nominate Directors for our Board\**
- *Stand for election to the Board\**
- *Vote at our general meetings\**
- *Have your say on the activities we offer\*\**
- *Contribute to our suggestions box\*\**
- *Receive 'what's on' updates\*\**
- *Invites to exclusive 'member' activities\*\**
- *Priority attendance at launches / events\*\**



*\*ordinary member \*\*ordinary or associate member*

Alternatively, you can simply make a welcome donation of £5, £10, or £20 to help fund the services we have to offer. Simply email [hub@eskdalemuir.com](mailto:hub@eskdalemuir.com) or speak to reception if you wish to make a payment of this kind.

# Upper Eskdale Development Group Membership Form

**ORDINARY MEMBERSHIP:** Open to everyone living in the Parish of Eskdalemuir, who is over 16 and supports the aims of the organisation.

**ASSOCIATE MEMBERSHIP:** Open to everyone who supports the aims of the organisation, aged 12-15 or are resident outside the Parish of Eskdalemuir.

*Completion of this form is valid for three years. Subscription is annual and you will be contacted when due. See \* / \*\* restrictions overleaf for benefits.*

PLEASE FILL IN DETAILS BELOW: we follow the GDPR privacy policy

FULL NAME:

FULL ADDRESS:

TEL:

EMAIL:

AGE (please circle): Under 16 16-29 30-49 50-69 70+

PAID (please circle): £1 £5 £10 £20

DATE:

SIGNED:

Once completed:

Post or hand into the UEDG Office, Old School Hub & Cafe, The School, Eskdalemuir, Langholm DG15 0QJ.

Ways to pay: Cash, cheque payable to Upper Eskdale Development Group or you can contact us for BACS details.

## Events & Sessions:

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

## Marketing & Promotion:

The accepted new branding is noted below. This format will be utilised across all brand opportunities and will be a gradual change over the coming weeks. Elements have already been released on social media and OD Manager business card.



Social Media – Facebook has 1,505 followers. Up by 9 from Jan. Posts have reached 883 via sharing (down 8% on Jan), and 152 (up 11% on Jan) have had direct engagements. The page has been visited 233 times in the past 4 weeks (up 22% on Jan) with 1 on-click to website.

Twitter account (@EskHubCaf) now has 67 followers at time of writing. 90% of all our Facebook page posts are also sent on twitter.

The website has had 142 visits (24% down on Jan) with 296 various page views. 69% of traffic is UK, 13% USA. and 18% various other countries.