

Upper Eskdale Development Group Committee Meeting April, 2021, 6.15pm (online)

Present: Victoria Long, Suzie Lilley, Lindsay Reid, & Bernard Provost. (Lindsay only attended the first half & Bernard the second.)

Paul Barber attended to present his report which included agenda items.

Apologies: None

Conflict of Interest: None

Minutes of previous meeting: due to not enough members being present at the beginning of the meeting, these were not gone through.

Agenda

Gardeners Guns Questionnaire Results:

The results of the community Questionnaire were 70% against the hub providing catering to around 30% in favour. It was agreed by the board that Paul should write to Gardeners Guns and to the Community explaining the results and also to explain in more detail why we thought it was necessary to consult with the community. This has since been done.

Opening of the Hub:

We are officially allowed to reopen the cafe and shop from Monday 26th April. Paul asked our opinion on whether we thought we should do 4 or 5 days either Wed-Sun or Thurs-Sun and it was agreed by all that fewer days to start with would be best, looking to increase rather than the opposite of decreasing. It was agreed to do the same hours as last winter of 10am-4pm. The shop would be open from 11am to 2pm and it is planned to be dependent on volunteer help and hopefully some or all of these days can be covered.

Only 6 people from two households can sit together.

Board Roles:

Following James resignation Lindsay agreed to take on the company secretary and the Secretary roles.

It was hoped that Laura – who had resigned and had been secretary, might come back onto the board at some point.

Victoria let us know that the secretary role doesn't have to be a board member. We should all think of anybody who may be interested. In the meantime. Lindsay suggests that her and Suzie could share the minute taking as neither of them want to do it all of the time. This was agreed while we are looking to see whether anybody else would be interested in the role.

AOB

Bar Training: James is arranging bar training for some of the staff and volunteers, so that we can be more likely to have someone available who can sell alcohol, at all times. Susie and Lindsay asked to be included in the bar training course,

Next meeting: Wednesday 5th May, 5pm, at the Hub.

APPENDIX

OPERATIONAL DEVELOPMENT MANAGER REPORT

Prepared by **Paul Barber**

Date: **7th April 2021**

Content:

Venue & Housekeeping:

Opening Hours – Now able to re-open w/c 26th April. Days / times of opening to be discussed. Either 5 days per week (Wed to Sun) or an initial 4 days per week (Thu-Sun). 10am till 4pm main building. Shop 11am -2pm subject to staff / volunteer cover. At this point – opening would be without alcohol serving indoors. This will be subject to what level Dumfries and Galloway is placed in.

OD Manager now work based as restrictions lifted w/c 5th April.

Staff will be called in prior to opening date to perform clean up / prepare for customers.

Staff & Volunteers:

All staff still on furlough at 80% pay and have been informed this is will be the case for April – possibly pro-rata based on when open again. Furlough has been extended until September 2021 but it is hoped, and logical, that if the Hub can sustain 'normal' open hours – furlough claims should end, this will need to be reviewed at the end of April.

Presently looking at 'Kick Start' option to have fully funded employee (16-24yr old) for 6 months to work FOH and / or café area. In addition to salary funded, the Hub would receive £1,500 to cover any required training costs.

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

Finances (Commercial / Grants):

The OD Manager is still undertaking finance duties and completed all the requirements for March accounts. Again, this is manageable but, once open, it is expected that the workload will increase to cash activity so subject to review in regards to whether additional staff support is needed post April.

Present overall funds in bank: £89,000

Reserves / Restricted Funds (approx.): £43,000

Unrestricted Funds (approx.): £46,000

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.

Strategic Business Framework Fund has paid £12,000 to date with a further £1500 approx. due at April end. This is an unrestricted fund.

Application submitted to The Robertson Trust for £20,000 over 2 years (£10,000 pa) towards salary for OD Manager. Outcome expected in 7 weeks at the most.

No room hire bookings at present.

Pending funding applications: Will update board as and when each one is progressing and amounts concerned.

Partners & Associates:

Driftwood Cinema – had zoom meeting with them, now engaged in activities around opening up again – likely to be more so late summer onwards.

SSDA –South of Scotland Destination Alliance, attended launch zoom meeting. Has over 300 members across South Scotland to look at promotion of the area once, and beyond, lockdown lifting

Gardners Guns – outcome of customer feedback to be discussed.

Events & Sessions:

Exhibitions confirmed for May and June. May (5th – 30th) will be Helen Walsh of Delicate Stitches who approached us late last year. Based at the Solway Coast. her work can be found at www.delicatestitches.co.uk. June (9th – 27th) will be Sue Hughes from Old Toll House Crafts who approached us last week. Her work can be found at www.othcrafts.com. Both exhibitions will be 24% commission based to the Hub on any sales.

Paint Aid, Tai Chi, and Shiatsu all looking to start up again in May – dates to be confirmed. Paint Aid, Tai Chi will be free to the public. Shiatsu will be subsidised.

Presently looking at other possible events / sessions that can be given a date to take place during May to populate a 'what's on' notice to be issued towards the end of April.

Marketing & Promotion:

Work on-going on brand changes (Royal Mail have confirmed address details).

Social Media – Facebook has 1,513 followers. Posts have reached 443 via sharing. The page has been visited 235 times in the past 4 weeks.

Twitter account (@EskHubCaf) now has 70 followers at time of writing. 90% of all our Facebook page posts are also sent on twitter.

The website has had 285 visits (90% up on Feb) with 570 various page views. 67% of traffic is UK, 16% USA. and 17% various other countries