

**Upper Eskdale Development Group  
Committee Meeting  
10<sup>th</sup> June, 2021, 5.00pm**

**Present:**

Bernard Provost, Victoria Long, Lindsay Reid, Suzie Lilley (by Zoom) and Paul Barber to present his report.

Sophie Dupre sat in for the majority of the meeting as she is interested in becoming a board member.

**Apologies:** None

**Minutes from Previous Meeting:**

The minutes from the May meeting were approved by Victoria and seconded by Lindsay.

**Matters Arising from Minutes:**

New Signage: The Road signs on the road are all being replaced. It was agreed that we should add signs next to the Trampoline and the Wheelspin in the Playground, to read: 'This equipment is wheelchair friendly', since this is not clear to most people.

**Managers Report – Paul Barber.**

This was read out by Paul and the following items were discussed in more detail:

Fridge

One of the large larder fridges isn't working, the temperature will not adjust and is too high. Paul has already spent a lot of time contacting and chasing repair companies so because of this and the age of it there was a majority decision to replace it for a new one rather than wasting more time looking into having it repaired and paying for a callout. Paul will look into a like for like price for same as we currently have and also go with a company that can uplift the broken one.

Coffee Machine

The coffee machine isn't working properly and Paul has suggested that we lease a new one rather than replace it, which everyone agrees with. Paul has been in touch with two companies, one at Carlisle and one near Glasgow. The prices he has for leasing so far are £60 and £80 per month roughly. A new machine would cost us around £2000. Leasing covers plumbing the machine, repairs, servicing and staff training.

Living Wage

Paul has put forward that we move all staff onto the Living Wage from 1st July, this was discussed in detail and agreed by everyone. Bernard suggests that we ask for something back in return from staff which was considered but not agreed on. For example, could they possibly be more engaged with customers? He also mentioned that having a wage rise is always a good time to talk generally about the employee's job and about any possible improvements and new ideas.

Finances

Paul needs help with the treasurer role now since his time is taken up with more tasks due to us being operational again. He will write up a list of duties so that we can see about finding somebody suitable to help. Bernard suggested Jos Sinke as he has done it in the past.

## **Agenda**

### Update on Fence:

Finn Barlow has been contacted about fixing the new fence. We have paid £325 to Sam Samson for a wrought iron fence & gate to run from roadside along the front of the hub to replace the fence. An extra 9m will need to be made to complete the job.

### Volunteer help:

Victoria will contact people on old list to reconnect and see if any wish to help again, we have lost a few due to people moving away from the area. Could do with some people for Sundays especially for cafe/kitchen.

**AOB:** None

## **Confidential**

### Potential Committee Members:

Everyone agrees on Sophie joining. Lindsay nominated her and Victoria seconded.

Victoria has heard that the new owners of the old Manse could be interested, although she is uncertain. This was discussed and it was agreed to invite them to a board meeting as observers.

**Date of Next Meeting:** Wednesday 7th July at the Hub.

## **APPENDIX**

### **Operation Development Manager's report**

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

Opening Hours – presently open 10am till 4pm (Shop 11am-2pm). This will remain the case throughout the rest of June. To be reviewed towards the end of June in regard to opening an extra day in June (Wednesdays). In Level 1 restrictions as of last week Able to sell alcohol for indoor drinking. 8 from 3 households max. per table in café. Staff service at table with food / drink. Able to remain open until 11.30pm.

PAT testing to be undertaken in early July by Mark Gamblin, hire of equipment required.

One of the large fridges requires repair (if possible) as staff struggling for chilled space. Contacted repair company, awaiting reply.

Coffee Machine has stopped working correctly. Recommended to Chair to go onto a lease contract for machine (machine only – not supply contract). Details left with a suitable company, awaiting reply.

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

The expectation is to make June the last month for furlough access. All staff, except one, exceeded average hours in May. All staff will exceed in June. Only 7hrs claimed in May for furlough.

There is a need for two staff each day in café due to present restrictions. It is clear that a third person is required for the hours of 12pm till 3pm on a Sunday to assist with serving and table clearing – ideally a volunteer but paid if required.

For discussion: consideration to be given to moving staff onto National Living Wage. There is a huge campaign around this at present, especially in the third sector, for employers to meet this standard and to be awarded the kite mark in recognition issued by the Living Wage Foundation. Aside from it being a positive move for staff to earn slightly more and boost morale, we can use the NLW logo on all our marketing:



If we proceed with this it would be from July 1st onwards. The financials around it are as follows; Kitchen Assistants hourly rate would increase by 59p from £8.91 to £9.50. By default, Head Cook hourly rate would increase from £10 to £10.75 to ensure responsibility differentiation in line with present gap.

Based on May 21 payroll, the approximate monthly cost of this increase is £190.00 (£47.50 per week / £11.87 per day). This is a liberal amount not taking into account any normal reduced winter hours where the monthly cost would be less.

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. An issue has arisen via DWP during due diligence that is causing a delay to this. It is being looked at. Active rota for volunteers on the white board in reception continues.

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

The OD Manager is still undertaking finance duties and is near completion of all the requirements for May accounts. This has proved slightly problematic now we are back open as the workload has increased and it is taking focus away from other important matters. There is a need for someone to take on elements of this responsibility,

Present overall funds in bank: £103,000

Reserves / Restricted Funds (approx.): £38,000

Unrestricted Funds (approx.): £65,000