**Upper Eskdale Development Group**

**Board of Trustees**

**Meeting Minutes**

**Sunday, 11th June 2023**

**Attending:** Carol Bennett, Nancy Chinnery, John Darwell,Jakki Gunn (Chair), Ani Lhamo, James McCulloch, Lisa Warden

 - Lara Porter and Adrian Solomon

**Apologies:** Ernie Buck, Julie Macleod

**Minutes of the last meeting, 14th May 2023**.  Majority of actions have been completed. Still in progress:

* Land: John has discussed with Bernard the possible uses of his land and Bernard is amenable to the idea of a community space/campsite. **ACTION**: Board/community to decide the best use of the land so that plans can progress.
* Bank accounts: James has tried to contact Skipton BS to set up an account, verification can also be done over the telephone. There is a need to check that they accept Incorporated charities. Adrian has also suggested looking in to United Trust Bank who do an account for charities and may have better interest rates. **ACTION**: James and Adrian to investigate before our next meeting.

James moved and Nancy seconded the motion to accept the minutes.  The motion was carried.

1. **General Administration (incorporating ODM report)**

Lara updated the Board with her Manager’s Report. Items to note with actions are:

* Risk Assessments progressing well. Fire Safety Officer contracted to complete risk assessment and provide staff training. Further templates received for other risk assessments. **ACTION:** Lara to continue to complete assessments
* ‘Faces and Places’ project progressing. Community Sports Day being arranged for the Bank Holiday weekend at the end of August. Trevor Leat has also been engaged to support the community to make a willow structure for outside the Hub. The Board looked outside for suitable positions for the willow structure, two potential locations were identified. **ACTION:** Board members to support and help Angie and Mark where possible by supporting Sports Day and submitting photos for the Faces and Places element. Nancy to report back to Angie on potential locations for the willow structure.
* Repairs and general maintenance issues highlighted. Lara has discussed with community members. New dishwasher would use much more electricity so is currently not being installed. Facilities management training is being organised with the Third Sector for D&G. **ACTION:** Lara to review options around the dishwasher. Board members to be aware of what needs attention and think of ways to get these things sorted out.
* Lara has made enquiries with Fair Share in Dumfries (Summerhill). **ACTION:** Lara to enquire as to whether we can piggy back off of their service until a greater need is identified. Also to discuss possibility of food parcels from Tesco.
* Lara’s report highlighted a number of potential options for improving the charities visibility and income. Ani Lhamo noted a number of points: marketing leaflets are great but we must ensure that none of the information within them can become outdated as it may take a while to distribute them. The Board also discussed the feasibility of having “Patrons” of the Hub or some sort of “Friends of the Hub” scheme? **ACTION:** to set up a Just Giving page to encourage donations. More visible and easily accessible ways for members of the public to appreciate that we are a charity organisation reliant on donations as well as purchases.
* Further funding is required going forward to support the ODM role which the Board agrees is essential to ensure the continued successful running of The Hub and the UEDG charity. **ACTION:** Lara investigating potential schemes and all Board members to support application as required.
* Adrian presented the financial report. Core costs up this month due to insurance renewal and higher electricity tariff. Now on an improved tariff so costs should reduce. Increase in non food sales: £1400 in May compared to £900 in April. Cafe income is good however needs to be compared in conjunction with costs (Staffing, raw materials etc).

**2) EEA**

Nancy confirmed that the outcome of the funding application to Foundation Scotland is expected towards the end of June

**3) Garden Club**

The funding application to Awards for All should be successful, however as we have an open application running currently, we will have to wait till this money has been utilised before we can access the garden money. Garden Club hosting a second session on 10th July run by Propagate.

**4) Other Business**

* Articles of Association: The Board decided that while we are making previously identified changes we should review the entire document to make it an easier document to read and understand. **ACTION**: Lisa, Jakki and Nancy to review the AoA and identify potential improvements. These will then need to be run through Inspiring Scotland to check they are appropriate.
* Timing of the meetings: Julie Macleod is now unable to attend the monthly meetings and the Board is unable to agree on a different time of day. With her permission, Julie’s emails were read out to the group present. It is with regret that Julie has now decided to resign from the Board. The Board are sorry that this has happened and want to encourage Julie to continue to actively support and be supported by The Hub.
* Archeology meetings: This has not moved forward since the talk from the D&G archeolologist. **ACTION:** An initial meeting to be set up so that interested members of the community can take this forward themselves. Lara to initiate date/time and then it can be taken forward by those that attend.