**Upper Eskdale Development Group**

**Board of Trustees**

**Meeting Minutes**

**Sunday, 10th September 2023**

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

 - Lara Porter

**Apologies:** Carol Bennett

**Minutes of the last meeting, 13th August 2023**.  Majority of actions have been completed. Still in progress:

* Land: Group unable to discuss with Bernard as he was previously busy **ACTION**: subgroup (Lara, John and Lisa) to discuss with Bernard.
* Articles of Association: Lisa has not yet had time to start the comparison of documents. ACTION: Lisa to compare the differences and to identify any gaps, then discuss with Jakki and Nancy.
* Repairs and general maintenance: Ernie continues to work on sanding and staining the doors and windows. ACTION: Ernie and Jakki will try to create weatherboard for the doors from wood that we already have before investing in more. Notice board for volunteers to be tested to make people aware of what jobs they might be able to help with.
* Chairman’s report submitted to Accountant but no financial statement received yet. ACTION: Lara to chase the accountant, deadline for submission is 30th September.
* Underspend in the Admin Assistant role with 4 months of the first year left. ACTIONS: Lara to review underspends. Adrian, Lara and James to review the possibility of retaining a new accountant once we receive this year’s financial report.

John moved and Ernie seconded the motion to accept the minutes.  The motion was carried.

Prior to the ODM report, the Board discussed staff remuneration with a view to rewarding staff for all their hard work this year. Several options were discussed but the Board ruled out using money left over from previous projects and it was decided that this should be ploughed back in to future community projects. All staff have recently received a pay rise and kitchen staff receive a share of tips left by customers. The option to give each staff member a personal thank you card was discussed as well as some sort of Christmas bonus. ACTION: Lisa to source and write thank you cards for the Board to sign. Jakki to discuss with Lara the options around a Christmas ‘bonus’ whether this be financial or a reward.

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

**- L**ara has applied for funding to test the demand for E bikes and E trikes within the local community.

**-** Kate’s Kitchen in Annan willvisit in October to see if it will be feasible run a similar service at The Hub once a month during Warm Hub.

**-** Still time to apply for the Community Led Local Development Programme administered by DTAS

**2) EEA**

Planning for the 2024 programme is underway. Work to improve the upstairs room to start at end of September/October ACTION: Room upstairs needs to be further cleaned out.

**3) Garden Club**

The group has been offered the chance to visit the community garden in Brampton. ACTION: Arrange visit. Funding from the National Lottery has now been received. ACTION: Site plans to be drawn up and governance structure discussed to manage project.

4) AOB

Need to start planning the Annual General Meeting