**Upper Eskdale Development Group**

**Board of Trustees**

**Meeting Minutes**

**Sunday, 12th November 2023**

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

 - Lara Porter

- John Wharton (observer)

**Apologies:** Ani Lhamo, Adrian Soloman

**Minutes of the last meeting, 15th October 2023**. Actions still in progress:

* Land: Ongoing. **ACTION**: subgroup (Lara, John and Lisa) to discuss with Bernard when everyone is free.
* Articles of Association: Lisa has identified potential areas to change. Changes required with membership, voting age and board requirements. ACTION: Lisa to prepare slides for a Special Resolution at the AGM so that members can vote. Jakki to timetable on agenda for AGM.
* Repairs and general maintenance: Weatherboards and volunteer noticeboard still to be actioned. Silicon change in kitchen behind sink ACTION: John Wharton will try to change silicon. Notice board for volunteers to be tested to make people aware of what jobs they might be able to help with. Jakki and Ernie to continue investigating weatherboards.
* Accounts: Still not completed. A version was received however when questioned about some figures the accountant then found multiple problems with the accounts. These are currently being rectified. Deadline for submission to Companies House is 31st December now, however OSCR deadline was 30th September. No option to extend deadline with OSCR. ACTION: Lara to continue pursuing quotes from other accountants so that once ours are finally competed we can engage a new firm.
* Thank you for staff and volunteers: Thank you cards for staff signed at the meeting by Board members and Lisa will distribute. Murder Mystery night now set up for 2nd December to thank volunteers and staff.

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

**Annual General Meeting**

Date fixed for Sunday 10th December at 10am. Advert to go out to normal places. Agenda requirements checked, Jakki and Lisa will work towards the organisation of the meeting, Jakki and Lara will start with a combined presentation about our achievements over the year and our plans for 2024. James will prepare and present the financials in liaison with Adrian. 3 members must step down (and are able to be re-elected). Ernie is already stepping down so the other two will be Nancy and Lisa (with a view to re-election!). Based on our proposed changes, this will leave our current Board like this:

Elected: Jakki, Lisa, Nancy, James, John, ***2 spaces***

Appointed: ESMP ***1 space***, Community Council ***1 space***

Co-opted: Ani Lhamo, ***1 space***

ACTIONS:

* Jakki to prepare an agenda
* James and Adrian prepare financial overview
* Jakki and Lara prepare presentation on achievements and plans
* Lisa prepare slides on Special Resolution
* Lisa organise applications from proposed members to present at AGM. This is to include John Wharton who needs to submit his application.
* Lisa to clarify with Trudi confirmed membership numbers prior to meeting so that we ensure correct quorum of members present in order to run the AGM and vote
* All Board members asked to attend in good time to assist with setting up the room and getting refreshments set up
* Lisa to liaise with ESMP and Community Council to try and fill the 2 appointed Board members

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

**-** Completion of accounts is taking up a lot of time

- £1000 received towards asong writing group

**-** Lara continues to pursue the LENS project which is like a Dragon’s Den application. It is a lengthy and time-consuming process however the health and wellbeing benefits will be good

**-** The National Living Wage is to be increased which will have implications to our overall accounts. Following the Autumn statement and year end, the impact can be determined

**-** Decision still awaited from National Lottery re. shortfall in funding for Lara’s position. Lara will pursue

**-** Financial report available, overall cash availability down by around £5000. Not clear why from report however going forward with a new accountant we can hopefully receive monthly activity breakdown reports which will better inform us and provide more of a wealth of data

**2) EEA**

Work to art room and cupboards in hall is underway. AGM was held and going forward the EEA will focus on organising the regular activities, with the Hub undertaking the booking and planning of one off events such as shows etc. A book club is starting up

**3) Garden Club**

Jakki, Nancy and Lisa attended a Local Food Gathering in Lockerbie on 8th November organized by Propogate. We met with our gardening groups and it was an inspiring networking opportunity. Also made connections with local NHS outreach providers which Lisa will follow up on. Plan to do hard landscaping of garden over winter and spring as time and weather allows.

Next meeting AGM on Sunday 10th December 2023 at 10am. If future meetings stay on the same schedule, then dates for 2024 will be as follows (at 10am):

Sunday 14th January

Sunday 11th February

Sunday 10th March

Sunday 14th April

Sunday 12th May

Sunday 9th June

Sunday 14th July

Sunday 11th August

Sunday 8th September

Sunday 13th October

Sunday 10th November

Sunday 8th December (AGM)