

# Upper Eskdale Development Group

## Minutes Board Meeting 11<sup>th</sup> August 2020

**Present:** James King, Lindsay Reid, Bernard Provost, Victoria Long, (Chair), Paul Barber, (Project Manager), Chris Hutchinson attended to present financial information.

**Apologies for absence:** Laura Bennett.

Due to the absence of Laura, the board did not have a quorum. It was agreed that any actions would be deferred until Laura had read and agreed them.

**Conflict of interest:** none

**Minutes of previous meeting:** these had been attended to at the previous Extra Ordinary Meeting.

**Actions relating to previous meeting:** none

### AGENDA

Paul was welcomed to the team.

**Report by Paul:** attached:

Paul felt that Health & Safety & Quality & Diversity should be on the Agenda for each board meeting, even if there are no matters arising.

### Report by Chris Hutchinson: Finance & funding –

- New signatories need to be decided on for access to banking, since Adrian is no longer Treasurer and Jenny no longer with us. The following were suggested: Christopher, Victoria and Paul.
- Room Hire: An increase of £1 across the board was suggested, for all rooms: excluding VAT. ie. £10 will now be £11. VAT only needs to be charged if extra's are being provided, ie. refreshments brought to the room during a session.
- Furlough depends on us only using furloughed staff. Lindsay to contact Frank to come in to cover the Kitchen needs during August.
- Chris gave out figures for cash availability.
- Without furlough we would not be breaking even.
- Paul will look into putting up the price of food.
- IPOS in kitchen now has the bar items on it. This should be moved to the bar on each occasion that the Bar is being used on its own (Pool Night).

### Premises Manager:

James informed the board that he needs to do a one day course costing £231. This is done online. However, the Community Council have informed him that they will fund this if an application is presented to them. It would have to be paid for initially by UEDG.

We have one month to inform the Regional Council, from the date of the resignation of the previous Manager and three months to follow up with the training.

#### Update and deciding on Café open days & the way forward for the Café.

- Pam wondering whether to switch Lisa's day from a Saturday to a Friday. However, this may not be a good idea. However, we need volunteers to monitor customers and help staff on every day that the Café is open.
- Lindsay handed over her role of Line Manager of staff to Paul.
- It was suggested we get the chiller cabinet this month.
- It was suggested that we open on a Thursday, starting at the beginning of September.
- Pool Night: We should wait until after 24<sup>th</sup> August to see if there are any changes to the Covid Government Guidelines on the legality of playing Pool.

Website: this was not discussed due to the absence of Laura.

Leaflet: A leaflet had been presented by Dani of Community Enterprise. This was passed around. It was decided that more work would need to be done on this which should incorporate new branding. Paul would present his ideas on this to the board before the next meeting.

#### Community Enterprise:

We have received an invoice for almost the whole of the remaining amount we received from Awards for All for the work of Community Enterprise. Victoria will contact Douglas to see if there are any outstanding issues.

#### Printer:

The Oki printer has stopped working again. It was generally felt it was time to invest in a smaller, less expensive printer that would cover our needs, which are not felt to be very great. James will look into this.

#### Updates on staff:

Helen Boittier now has a contract to work as a Cook/Catering Assistant. She attended an hour's Induction with Pam on August 1<sup>st</sup>.

Helen Doolan decided not to take up the offer of work.

Pam gave Helen Boittier a shift in August. However, due to the Furlough continuing until the end of October, we may lose the ability to claim if we hire new staff. It was decided that we had to work with the staff we had on furlough, if at all possible.

#### Repairs & maintenance:

Victoria went through a list of items that needed attending to throughout the building to identify who should deal with them.

#### Training:

- Paul offered to complete and pay for his own Hygiene Level 2 training. This was gratefully accepted.

- First Aid: it was agreed that we should look into doing a training for as many as possible. This could be arranged with another organisation to boost number and reduce the price.
- Flood Prevention Training: those who know how to set up the flood defences should be contacted and a ½ day arranged to go through this demonstration.

**AOB:** We should note any changes to the Covid regulations that might take place this coming Friday 14<sup>th</sup> August. These will be on the Scottish Government page.

**Date, time and venue of next meeting:** Tuesday 15<sup>th</sup> September at 5.15pm or 6.10pm (depending on if Samye Ling is open).