

Upper Eskdale Development Group

Minutes Board Meeting July 9th 2020

Present: James King, Lindsay Reid, Laura Bennett, Bernard Provost, Victoria Long

Apologies: Jennie Mills

Re-Opening the Hub:

- It was suggested that the opening should be in a 'phased' manner, without as many days/hours as would be typical in the summer months. It was agreed that this was the best approach.
- Once opened, there will need to be signs out, reminding people to socially distance. The tables will need to be spread out. Also, have lines on the floor, at two metre intervals. As well as helping customers to socially distance, this would help with people's confidence, that we are abiding by government Covid guidelines.
- Will need to have hand sanitisers out, ready for customers, and staff to use.
- Do customers have to leave their contact details, as they do in pubs/restaurants in England? This needs to be found out by reading up on government guidelines.
- James would like to have the Pool night back on. Victoria will look into the rules about this, from a social distancing point of view.
- There was a questions as to if the staff would have to enforce social distancing between customers? It was suggested somebody could be stationed at the front door, reminding customers about the Covid requirements. Victoria will be in the Hub, overseeing, on the Sat.
- Staff will not be approaching tables with food. Instead, customers will need to approach the kitchen (where there will be a protective screen up) and collect their dishes from kitchen staff.
- It was suggested that it may be better for the kitchen staff to wear visors, rather than masks. This will be discussed with Pam
- It was decided that it would be easier to have two consecutive days for the cafe to be open (to make food prep more manageable), for takeaways and 'sit-ins', so to begin with, Saturdays and Sundays were chose.
- Social distancing in the kitchen was discussed. It was decided that only 2 staff could manage this. Victoria to chat to Pam and Lisa about this, before opening.

- There is the option of having the exhibition room open, with some tables in there, if the demand for eating in is high.
- With regards to the menu: Lindsay feels that this is not be the best time to think about new menus. Victoria believes however, that this is a good opportunity to do so. Lindsay feels that it would be best if the kitchen staff decide, on a weekly basis, about what food to serve for the week ahead. Victoria would prefer to have a set menu. James has pointed out that the new manager will be able to deal with this issue and feels that this is not an issue that the board should be discussing at the meeting.
- The first weekend of opening will be the weekend of July 18th and 19th. Lindsay will talk to Pam to discuss the menu for Saturday (Sunday roast and veggie option on the Sunday). This will need to be decided as soon as possible, in order for Victoria to begin marketing/advertising. Lindsay will ask Pam to come in to discuss the menus. The opening hours to be the same as pre-covid.
- Both takeaways and a sit-in service will be provided, as well as a bar. The final details for how drinks will be served, in line with social distancing, is still to be decided.
- For now, we will just be open for weekends, and then review at the next board meeting. We should try to work on a 'booking' basis, for Sunday lunch (but also not turn away passing people who haven't booked.)
- Lisa is looking online for a chilled cake cabinet (which would also be suitable for sandwiches and paninis.)
- Sophie is ready to start coming into the shop again, so this means a potential further date that the shop can be open.
- Victoria has apologised to Clare (the cleaner) about her grievances, following her resignation. Clare has decided to stay on until the end of the month.
- It was suggested that we should only be using the disabled toilet and have cleaning spray/fluid in there, unless we became very busy. This was agreed.
- It was decided that the cleaning hours, following Clare's resignation, will be advertised as an 'in house' position (with a separate contract) which current staff can apply for.

Operational Development Manager Position:

Lindsay, Laura and Victoria interviewed 5 candidates and were unanimous in their agreement that Paul Barber was the best candidate. This was fed back to Bernard and James.

Victoria to contact the second referee for Paul Barber, to have a chat with them in more detail about Paul

The board decided to offer the job to Paul.

There would have to be a period for induction, with Victoria. The board should continue in their volunteer roles until they are not needed. However, help will probably always be needed as it is a difficult job to manage as there are so many parts to it.

After we know when the new manager will be employed, we can have a meeting to discuss an 'open day' for them to meet local residents (and hopefully some members of the wider community).

Victoria to contact the second referee for Paul Barber, to have a chat with them in more detail about Paul.

Any other business:

The Hub website will hopefully be finished by next week, and then can be viewed by the board and Douglas Westwater, for any alterations/additions to be suggested.

Thanking Bob: Victoria has written a card to thank Bob and Vero for the new bench. Bernard suggested giving them a bottle of wine. This was agreed.

Designated premises manager. Nick has now resigned, and we need to get somebody as soon as possible. Adrian is a possibility. James will ask Adrian if he will take on the role.

No date was set for the next meeting.