

# Upper Eskdale Development Group

## Minutes Board Meeting June 2020

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

**Apologies:** Jennie Mills

**Chris Hutchinson** provided financial information:

- The Hub needs £4000 per month, in reserve, for the next 3 months (£12,000). Also, £5,000 for salaries.
- Current restricted funds cannot be used. This needs to be kept in the bank, however there are certain funds that can be used at our discretion. For example, the Robertson trust fund which may be able to be used for expenses (but hoping to keep it for operational manager post). It also may be possible to use the Community Fund (usually designated for salaries).
- Restricted fund must be left untouched.
- £40,868.34 of unrestricted funds available for projects for re-opening.
- The Reserve Fund needs have been readjusted to £17,000. However it was suggested upping the reserve fund to £20,000. (This does not include the restricted funds). This was agreed.

Moving out of lockdown:

- Victoria has spoken to Pam about the possibility of doing a deep clean. It would take her a day. She would like Lisa to do the oven.
- We can now, officially, do a take-away service. One option is to do burgers. We could advertise to the Samye Ling Centre.
- It was agreed that an email should be sent out to everybody about the take-away service. The email should make clear that the service is dependant upon a minimum amount of people placing orders.
- The Sunday Lunch may be quite difficult to do as a take-away. Would be easier to have a small amount of simple foods (eg pizza, chips)
- Claire could possibly be available for a clean of the whole building.
- It was decided that the deep clean of the kitchen should happen between 1<sup>st</sup> and 5<sup>th</sup> July, before Pam goes away.

- For the take-away service, we could have tape on the floor at 2 metre distance, or a 'one person in at a time' policy. Victoria is in favour of the 2 metre tape plan.
- The food could be sold through the shop.
- Pam should be involved in the decisions regarding take-away.

#### Contacting staff:

- Frank not needed at present.
- Lindsay is going to assist with the take-away menu.
- It was suggested that there be more diversity on the café menu: more vegan/vegetarian. Also 'summer' meals, more salads etc.

#### Recruitment process for Operation & Development Manager:

- Lindsay happy to be on the interview panel, alongside Victoria. It was decided that the third member should be somebody with professional knowledge of the kind of role. Perhaps Douglas/someone from third sector. Victoria to contact Douglas.
- Victoria is eager to have the interview sooner, rather than later. Lindsay feels that we should wait until we have re-opened. It was decided that we should see when somebody (from outside) is available to do interviewing, and then contact interviewees after this.

#### **Other business:**

- PAT testing has been completed by Mark Gamblin.
- Not much to do in order to update the leaflet. The advice on the report was to design it a little better. Victoria will give this a go.
- Victoria will send the menus that she has picked up at Loch Arthur, to Lindsay to have a look at.
- More committee members are needed.

Once the announcement has been made, in 2 weeks, by Nicola Sturgeon, we can decide the date for the next meeting.

All charities should have a safeguarding policy.

**No date** was set for the next meeting.