

# UPPER ESKDALE DEVELOPMENT GROUP

## Minutes Board Meeting 10/11/2020

**Present:** Lindsay Reid, Paul Barber, Bernard Provost, Victoria Long, Laura Bennett, Susie Lilley.

**Chris Hutchison and Paul Barber** were present to present reports.

**Apologies:** James King

**Previous Minutes:** These were voted as correct by Lindsay and this was seconded by Bernard.

### **Matters Arising**

A bench for Jenny Mills: Lindsay has asked Bob about the bench. He wants to know what kind of bench we have in mind. He doesn't want to have to order new wood in, but has pine and ash that he is happy to use. He also doesn't want to be working to a deadline. Lindsay has found one on Amazon for £150 (hardwood, flat pack), which is potentially a good alternative.

**Chris's Report:** attached.

**Paul** – Report: attached.

The following matters arising from the report were discussed and agreed:

- The hot water taps are now working. The two water pumps had switched themselves off, and tripped the electrics, but water is now back on and the water pressure is back as it should be. If it happens again, we could by-pass the electricity system, but this will need looking into.
- Furlough is carrying on till March 2021. Currently, this just affects Frank.
- Applications for funding: One for Paint Aid is being prepared, to supply materials and room hire. This is an Expressive Arts activity but will be applied for by UEDG. The board agreed to Paul making this application, There has also been a request for a meditation session. Both these are potentially weekly sessions.

The board also agreed that an application for £2000 be applied for repairs to the children's playground.

### **AGENDA ITEMS**

Chris is resigning as Finance Officer and will pass on his responsibilities to Paul who will then assess what he can cope with. After this assessment, he may decide he needs either volunteer or paid help.

### Delay with Annual Accounts

Due to the delay in the completion of the end of year accounts, we may not be

able to hold the AGM before January. This would be the latest since this event must take place before the end of 15 months from the last meeting. **Victoria to make** a note of who is a member. Only members can vote at the meeting.

The accounts **need to be with Companies House by December 11<sup>th</sup>** at the latest.

#### Christmas lunch

A Meet and Eat Lunch has been arranged for November 17<sup>th</sup>. Several people so far have accepted. How this goes will determine on whether or not we have a Community Christmas Lunch.

Governance training, via zoom, should be going on at a date after November 23<sup>rd</sup>. This will be taken by Ian Leaven of DTAS. Victoria to contact Laura to arrange a practice zoom session.

Premises Manager: James is not yet officially Premises Manager.

Bar Training: Laura is interested in doing this. Several others who work in the Café have been asked and are interested in doing the training.

Hygiene Training is also being offered by the Hub.

#### New Procedure for Complaints by Staff

The board made the following decision to address future staff issues.

It was decided:

- To put in place and facilitate procedures for any member of staff to express their concerns and complaints.
- To reduce direct interference with staff by improving and clarifying proper line management procedures.
- To discuss any recurrence of these issues at a board meeting.

This was arranged subsequent to previous complaints.

#### **AOB**

A date has been agreed with Paul for his initial Review. Victoria will meet with Paul at a mutually agreed time. A report of the Review will be made available to the rest of the board.

The board asked if Paul could arrange to change the Sunday Roast from every 3 weeks, to every 2 weeks.

**Next meeting : Tuesday 8th December at 5pm.**

