

# Upper Eskdale Development Group

## Minutes of Board Meeting – 13<sup>th</sup> October 2020

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

Paul Barber, Project Development Manager attended the whole meeting. Chris Hutchinson left after presenting his financial report

**Susie Lilley was welcomed to the board.**

**Apologies:** None.

**Previous Minutes:** These were agreed to be correct by Bernard. This was seconded by James.

### **Matters arising from the Previous Minutes**

Lindsay had been due to look into the purchase of a chiller cabinet, but she and Paul now feel that this should wait until Jan. The small fridge, which is presently next to the coffee machine in the cafe, can be used for the pop up cafe in November.

New cash limit for buying alcohol for the bar to be decided after the bar manager (Mark) comes up with an estimate for the cost per trip to Bookers. This can't be done at present due to the fact that covid regulations have meant we haen't been selling alcohol, but Mark will make a note of weekly sales when these regulations are lifted, and work out how much is being sold per week and per month.

James's alcohol licence as Premises Manager should come through in a week or so.

### **Reports**

A Finance report was presented by Christopher Hutchinson and was discussed: (please see attached documents for details).

- Chris informed us that we have enough money, before we reach our reserves, to last approximately 30 months.
- With resignations and changes to board members, new signatories to the bank account were needed. The board agreed on the new signatories for the account: Chris Hutchinson, Paul Barber, Victoria Long and Laura Bennett.

OD Manager's Report: Paul (see attached).

- Paul has suggested that the cafe should move back to three days a week in November (Fri, Sat and Sun). We can see how this goes, and then decide how many days to open in December.
- Victoria feels that the pop up cafe should go ahead this year. Lindsay has concerns due to how little money it made last year and Paul also pointed out that there is a cost implication for being open on Thursday. It was suggested that we see how the next couple of Thursdays go, and then make a decision. This was agreed.
- Utility aids: We have been given the option of changing to a cheaper energy supplier (Corona). It was decided to go to Scottish Power and asking them to match the price of Corona.
- George Birrel (catering for shooting). He has turned down the price for breakfast, but is still going ahead for lunches. Lindsay feels it would be best to get a deposit up front, due to the fact they have some history of taking a long time to pay.

**AGENDA ITEMS**

The issue of security was raised, and the potential ease of somebody getting access to the keys and safe was noted as a concern. Paul and Victoria to meet for a chat about how to improve security.

Nothing yet has been decided with regards to Governance Training, but this is something that needs to be furthered as some board members have not received any training as yet.

Victoria would like to do a 'Meet and Eat Lunch' for the community. Suzie is happy to assist with this, as she has her 'level two' certificate. Laura to assist in handing out leaflets for this.

A Sale is being organised by Paul for November. This will include Jayne's stuff that she left for the Hub, as well as bits and pieces from upstairs. This will start on 12th of November, and carry on for the rest of the month.

Victoria has been in touch with Sam Samson, who has some hand-woven blankets to sell in the Hub (for a comission).

Suzie brought up the possibility of a 'cinema night', after the current two weeks of additional lock-down measures have lifted.

Governance training: Victoria will get in touch with DTAS about this. It

would most likely have to be online.

Policies and Proceures. Vistoria is concerned that we haven't ensured that they are up to date. They are supposed to be updated once a year. Paul said that he is happy to take on the role of data protection person.

The tree in memory of Jenny is coming in November. There is some money left over from this. Victoria has emailed Bob about a bench (no response as yet). Jenny's sister will provide some more money if needed.

The money has come for the new stove for the Hall. The stove should be arriving later this month. Due to the fact that the last stove was broken by the cleaner, we need to look into insurance this time around.

Paul to meet with Chris, to look into the new Business Support Scheme.

Paul has decided to reduce the frequency of Sunday lunches to every two weeks, as it costs less, and we have already been able to reclaim some money this way. There were a couple of Sundays where there were only a few customers, and this was a deciding factor. In addition, it is thought that people will be more likely to come for a Sunday lunch when it is less frequent (something to look forward to).

There will be a Christmas menu throughout December.

**Date of next meeting:** Tuesday 10<sup>th</sup> November, 5.15pm