**Upper Eskdale Development Group**

**Board of Trustees**

**Meeting Minutes**

**Tuesday, 10th January 2023**

**Attending:**

Carol Bennett, Ernie Buck, Nancy Chinnery, John Darwell,Jakki Gunne (Chair), Julie Macleod, Colin Nicoll, Lisa Warden

 - Lara Porter and Adrian Solomon

**Apologies:**Ani Lhamo

**Minutes of the last meeting, 5th December 2022**.  Amendment to point 3: Ernie is applying the weatherboards. Julie moved and Ernie seconded the motion to accept the minutes.  The motion was carried.

1. **Articles of Association/Business Plan**

All board members have been sent an electronic version of the Articles of Association and the UEDG business plan. All Trustees to familiarise themselves with these and to bring forward any suggestions to support the UEDG vision. These are the documents that the board operates under, and all Trustees should ‘take time to understand the purpose of the charity and revisit it regularly’ (Office of the Scottish Charity Regulator) (OSCR).

1. **Training for Trustees**

Those present watched a 30-minute video on the key duty of being a charity Trustee, issued by OSCR in 2018. The group found it very helpful, and all are encouraged to source further videos online. OSCR has a rich database of informative tutorials to support those working with charity organisations. Further training is available from Inspiring Scotland. Key highlights from the video include:

\* Trustees have a collective responsibility to always act in the interest of the charity

\* Trustees should act in a manner consistent with the charity purpose

\* Trustees should understand the financial position

\* Trustees should know the risks the charity faces

\* The board must recognise, manage and document conflicts of interests

\* Charity details must be kept up to date and changes reported to OSCR

1. **New Positions**

Two posts have been advertised with closing dates this week. The part time ‘Community Resilience Directory Coordinator’ post has 3 applicants. The part time ‘Operational Assistant’ post has 9 applicants. Shortlisting will take place this week and interviews held w/c 16th January 2023.

1. **Boiler / lights / general repairs**

Further issues with the boiler breaking down and not running efficiently, not helped by recent subzero temperatures. A short-term workaround is in place currently and the boiler is working, however a consultant has been secured to review the system’s efficiency and repair/upgrade as required. The light tunnels upstairs continue to have some leaking around them. Lara is emailing out to see if anyone has the skills to repair the leaks. Currently a leak in the freezer shed, source of leak not yet identified but once found needs to be dealt with. HUBNAS battery continues to alarm constantly, the battery needs replacing at a cost of £120.

1. **Warm Hub**

Warm hub has been running well and should run until the end of April. A further application for funding has been completed. It is proving popular with the local community and has had up to 17 people attending in a session. It continues to run on Tuesdays and Wednesdays 11-2pm.

1. **Future meeting dates**

To try and work around board members’ commitments, future dates for meetings have been set for the 2nd Sunday of each month at 10am:

12th Feb, 12th March, 16th April (moved from Easter), 14th May, 11th June, 9th July, 13th August, 10th September, 8th October, 12th Nov, 10th Dec

**7) Any other business?**

* Colin is unable to fulfil the role of Board Treasurer due to other work commitments. Nancy suggested that Krista Cameron may be interested in the role, however the board is currently running with its maximum number of members (9) according to the current Articles of Association (AoA). Suggestion was made that we could possibly increase the number of board members to 11. Lisa will enquire with OSCR as to the possibility of this and the process/timescales involved. The board discussed that if reviewing the AoA then maybe we should see if other changes should be made at the same time. All members to review the AoA and either email the Chair (Jakki) or bring suggestions to the next board meeting.
* Lara currently preparing work plan for 2023
* Masters students have been in to help develop business plans as part of the 180’ Consultancy Project brief
* The Hub website needs updating to maximise the benefits it brings to the community. It is felt that the Operational Assistant post can help with further enhancement and development of the content
* Data from the membership drive needs to be analysed, time has been the limiting factor with getting this completed
* Events meeting being held 12th January, members of the board invited to attend
* Julie remains committed to setting up an archeology group. Lara explained that other work is also taking place within the wider community including at a national level so Julie should liaise with those organising this. It is proposed that an initial meeting be set up to scope the interest of the community, Julie to action/support
* Adrian presented the financial report and asked that the Trustees consider new ideas to raise money for the charity. The electricity bill has gone from approximately £500 per month to in excess of £2000. We have been charged incorrect VAT this month which will result in a refund next month, however the rise is large. The energy consultant will review the solar panels to ensure the hub is making best use of these, both in an environmental and financially sustainable way. The group also discussed the possibility of the Expressive Arts groups renting an adapted upstairs space in a more commercially viable way, while attracting further community benefit funding. This led to a wider discussion about the availability of suitable accommodation to enable the hub to host more events. This discussion included the possibility of making better use of the ESMP accommodation.