

## Upper Eskdale Development Group Minutes of Meeting Wednesday, 5<sup>th</sup> April, 2022

**Attending.** Trustees: Diana Lilley, Susie Lilley, Richard Raine, Pippa Simmonds, Marjorie Wilson; EEA Representative: Nancy Chinnery; Operational Development Manager: Lara Porter; Adrian Solomon (finance)

**EEA representative.** The board welcomed Nancy Chinnery as a co-opted board member and representative of the Eskdalemuir Expressive Arts group. The aim is to have a coordinated yearly programme in harmony with other Hub events.

**Minutes of the previous meeting.** Richard proposed and Marjorie seconded a motion to accept the minutes of 3 March 2022. The motion was carried.

### Reports

**Finance.** Adrian addressed the meeting briefly, to relay some information about finance and funding. There are some issues with underspends of restricted funding, all of which Adrian is aware and is in contact with funders. The figures are as follows:

- £108,000 in the bank
- £30,000 reserved
- £48,700 restricted funding
- £29,300 unrestricted funding

Including, from this year, £5,900 from Covid Relief funding and £1,000 from community Windfarm for Storytelling Project.

On recommendation from Teresa, Lightspeed VEND will be the new IPOS system.

**ODM Report.** Lara presented a comprehensive report for the past month, which in part is attached to these minutes. Some of this was discussed at the meeting:

- Kitchen

New Kitchen Assistant/Front of House staff members: Georgia Fowler and Arthur Wright have been hired on zero-hour contracts. Bryn Pool is interested in a position over the summer.

Helen is returning to work for April and will make a decision about whether to continue during this time. Richard will support Helen on her return.

Paul Jones has taken a full-time position as a cook in Lockerbie. However, he is available on weekends and is keen to fill in at the Hub when he can.

A local resident, Miriam Maisel, came in to give advice about plant-based food. The plan is to introduce healthier, plant-based options as menu 'specials'.

- Training

ACTION: Teresa will provide Quickbooks training for Lara and Adrian. Training in VEND will be provided by the manufacturer.

There are still a few places left for online Food Hygiene Level 2 Training.

- Shop

The shop has been beautifully redecorated and uplifted by Pippa, Helen, Tracy and Ludo and is due to reopen this week. (Pippa, whose focus as Trustee is the shop, agreed.)

We need more volunteers for a summer shop rota. Lara suggested finding young people to gain work experience here going forward.

- Exhibition Hall: Ludo is currently exhibiting in this space.

#### **HR Report.**

- The Hub has advertised a job position for a part time Bookkeeper on Facebook. This is expected to be for 8 hours weekly, once the new IPOS system is in place.
- Marjorie has been reviewing all staff contracts and the staff handbook. This work is almost complete.

#### **Any Other Business:**

**ESMP Hall.** There was a discussion exploring closer interaction with the village Hall, which could benefit the Hub, without losing the Hall's not-for-profit mission. The EEA might have events more suited to the Hall space.

**Use of building spaces:** Lara met with Stuart Hamilton from D&G council, who suggested new ways to use spaces currently underutilised. Suggestions included creating a multi-use space upstairs, with a kitchen and shower room conversion. This could help with our community resilience plans. Stuart has put us forward for this.

**Next Meeting:** Tuesday 3<sup>rd</sup> May 3.30pm

Respectfully submitted,

Diana Lilley, Chair