

New Galloway Community Enterprises Ltd

**Minutes – Board Meeting**

8 March 2016, 7:30pm, Dalveen.

**Present:** David Briggs, Dawn Spernagel, Helen Keron, Sarah Parry, Emma Curtis, Mike Brown

**Apologies:** Jean Marsden, Mary Smith, Margaret Watson,

**Also Attending:** Marc Henkelman, architectural consultant, and Andrew Wood of Creetown Initiative were welcomed.

**1. Update on actions:** Publicity is underway, posters up, Facebook page, Gazette etc. Have updated Jim & Margaret Hopkins and Post Office (Adrian Morley).

**2. Minutes:** Minutes of last meeting have been accepted.

**3. Report from MH.:** Planning application will have to be submitted before early May. A measured buildings survey will be carried out on 10 March and plans for planning application will need to be drawn up by March 25. HK will find out from Big Lottery the requirements for asbestos and drains survey. A broad-brush pricing can be made after planning application is completed.

**4. Valuation:** HK will establish with Big Lottery what kind of valuation is required and from whom.

**5. Report from AW:** AW of Creetown Initiative has produced a brief for next actions – attached to these Minutes.

**6. Appointment of Local Project Manager and Communications Officer**

It was agreed that we should proceed as quickly as possible to fill the post of LPM with an advert in the Galloway News tomorrow (9th March) if possible and local posters and appropriate websites. Applications for job specs will be sent to AW who will draw up a shortlist. Subject to placing the advert tomorrow, closing date will be Friday 18th with interviews on Wednesday 23rd.

AW and staff will receive applications and sift for a short list. A three person interview panel will consist of AW and either two board members or one board member plus an independent who has provisionally agreed to help. (MB to contact).

**7. Membership drive.** The recruitment of further members will be incorporated in the community engagement policy. (SP and others)

**8. Logo.** A logo competition is being organised. (MS).

**9. Banking account.** HK and JM will review the banking arrangements.

**10. Plunkett Foundation.** We have received £2000 from the Plunkett Foundation. HK will acknowledge with thanks.

**11. HMRC.** HK will establish our requirements.

**12. Accountant.** Andrew Walker of Copper Cottage has indicated he can assist with professional advice. DB will follow up.

**13. Sub-committees:** It was agreed to create sub committees as follows:

Architecture and building: EC, MW.

Community engagement: SP, MS (stc), MB

Business support: DB, EC, JM (stc)

Other names may be added – volunteers welcome.

#### **14. Contracts**

Draft contracts have been received from AW and will be considered. (HK and others). A draft contract will be prepared for MH. (HK and others).

#### **15. Agreement with Jim & Margaret Hopkins**

HK will remind JH of our agreement that he will take the property off the market now that development funding has been awarded.

#### **16 Positions of Treasurer and Secretary**

It was agreed that DS will take on the role of Assistant Treasurer.  
We ask MW to continue as Secretary meanwhile.

#### **17. Sustainability**

EC stressed the importance of sustainability and offered to will devise an initiative for the group to review that will take us through the current phase, in addition to a proposed strategy as part of the business model for the shop and construction works to the house.

**18. Date of next meeting** – 10.00 a.m. Thursday 24 March Helen Keron's House (unless otherwise notified).

Mike Brown, 13 March 2016 (by email, transposed by HK)

#### **Appointment of Local Project Manager**

Further to Minute 6 from our last meeting, Mike Brown reported that the post had been advertised in The Galloway News, on local posters and several employment websites and attracted four applicants. These were assessed by Creetown Initiative who recommended interviewing three candidates. The interviews took place on 23 March 2016. The interviewing panel was chaired by Andrew Ward (AW) of Creetown Initiative, the independent member was Ivy Stanley (IS), formerly general manager of Abbeyfield Stewarty and Mike Brown, representing the NGCE Board. He did not take part in the interviewing but attended

as adviser and client representative. AW and IS recommended Helen Keron should be appointed. MB on behalf of the Board endorsed the decision and HK accepted the post.

Mike Brown, 14 April 2016 (by email, transposed by HK)