

New Galloway Community Enterprises Ltd
Minutes – Board Meeting
6 June 2016, 09:30, Dalveen

Present: Mike Brown, Mary Smith, Sarah Parry. (Quorum = 3)

Apologies:, Emma Harnett, David Briggs, Dawn Spernagel, Margaret Watson.

Also Attending: Helen Keron.

1. Minutes: Minutes of last meeting were accepted.

2. Review of actions:

Most actions complete – HK to talk to Jim Hopkins on progress and issues arising.

3. Progress update.

The progress update given by HK was noted with the following comments:

3.1. Comms Officer. Noted

3.2 Big Lottery draft Application form. Noted. Andy Normansell has not been in touch with his comments on our draft - as of today (3 weeks post submission). ***Action – Mike** will send HK a new paragraph re bus timetables and on local history/ heritage. ***Action – HK** will email the Board whenever dramatic changes are made in DropBox or a document requires Board review

3.3 Project Plan. Noted

3.4 Electric van. The Board's feeling was that it was a good idea for the future, but a distraction from the main work just now. It was discussed that capital spend is available now, but hoped that capital funding could be found for an eco project like this in the future (in partnership with GTI). DB had already registered opposition to the proposal. ***Action – HK** to update the business plan on the assumption that Bookers and other suppliers such as Green City etc will deliver.

3.5 Share offer. Noted. It was agreed that the marketing for this Share Launch would be about breadth of numbers and demonstration of support, not about getting large donations in. We would prefer to keep any possibilities of those in reserve for if the shop requires capital funding from the community later on. At present, any money raised by the Share Offer will be subtracted by the Big Lottery from any grant offer. ***Action – HK** to check with Andy N that we are OK driving for membership not donations. And to check re percentage of non-doms who can be in membership - former residents for example.

3.6 Post Office. Noted. ***Action – HK** to ask Sarah to put a paragraph about it on the website, and to circulate the relevant bit to Board members so that everyone has the same message.

3.7 Community Engagement. Noted. ***Action – HK** draft an email to members asking them to fill in questionnaires. **Complete – draft sent to Mike. *Action – All Board members** to be sure they have filled in a questionnaire and to take extras for friends and families. Helen has paper copies.

3.8 Logo. Discussion centered on whether a picture of the Ken Bridge was linked too closely to the Ken Bridge hotel. The majority thought so, and two alternatives have been suggested – a picture

including NG High Street, or just words. ***Action** – HK to commission Robin Ade to create 3 sketches including NG High Street in a rural setting. **Complete** – options should be available for Board review by the end of this week.

3.9 Local producers. Noted.

3.10 Damp Survey – report received today – no major problems identified.

4. Financial review:

Current position is £743 under-spend on the £44k BLF grant – predictions are that the under-spend may increase to £6000. * **Action** – HK discuss with Andy N what to do with any extra money, and to confirm that money can be moved around within budget pots to balance out over and under-spend.

Options suggested for spending extra: MS – Training for the committee in retail enterprises.

SP – Creation of an umbrella website for NG businesses, which would be a legacy if nothing else happened.

5. AOCB.

- MS reiterated the need for the shop to have good value alternatives in stock
- Consider Suma / Green City stockers as well as Bookers / Happy Shopper.
- Opening hours – 8-6 was accepted, but it was felt important to maintain opening hours through the winter.
- Usage of the shop per hour should be monitored, at least for the first year, to base ongoing opening hours on.
- **Biomass heating was accepted as the desired form of heating**, on the grounds that the capital costs will be paid and it will generate an income for 20 years, post BLF subsidy. Also fits better with the ethos of the enterprises.

8. DONM.

TBC, but can I suggest Tues 28th June at 7:30pm, to agree final application form and business case before submission for final review?

Helen Keron, 6th June 2016.

New Galloway Community Enterprises Ltd Progress Update – 2nd June 2016

Comms Officer

Sarah Ade has been appointed Communications Assistant and has created a website www.newgallowaycommunityshop.wordpress.com. She has created a Twitter account and is updating that and Facebook. She is also going to take the logo development forward with Robin Ade and Martha Schofield.

Big Lottery application form

The form went in to review by Andy Normansell on Monday 16th May, and he said it would take him 3 weeks to review instead of the stated 2. Therefore I am expecting some comments back from him early next week.

Project Plan

Still in line for submission in the middle of July – the deadline is the end of August.

Critical factor is the business case, which needs to be finalised before the application form can be finalised and the Share Offer launched. (Note that the Share Offer launch is independent in timing of the application form submission.)

Business Plan

I have been working hard on the Needs and Context elements of the Business plan and they are nearly ready for Board review, once Mike's initial comments are incorporated. I am pretty happy with these sections.

Missing still are:

- Capital costs – I am working with Marc on having these by the third week of June.
- Heating options – Marc is reviewing the two quotes we have in for these next week.
- Operational plan – Andrew Ward is working this, I met with him on Tuesday 31st May to discuss and plan ahead.
- Financial projections – likewise, Andrew Ward is working these.

We have been allocated a new mentor by the Plunkett Foundation, Catriona Haston of Kirkmichael Community Shop in Ayrshire. She is very good on business cases, apparently, so I will ask her to review ours, particularly the operational aspects and the numbers, when it is complete.

We have checked in with Community Shares Scotland about their expectations of a Business Case, and incorporated their comments.

Electric van?

Andrew Ward and I were discussing the various options for stocking the shop, from a Bookers delivery to the shop manager going to get them. Andrew proposed a van, but then the running costs come into the equation. Then he thought of an electric van. You can buy them for about £17k, and the running costs are ~£35 a month on the batteries (you lease them). So if the Big Lottery would pay the capital cost, the ongoing costs are very low (there's a free electric charger in NG car park). It also fits the ethos of our project very nicely. Also one suggestion for services was a 'person with a van', and while we'd talked about teaming up with GTI for this, this is an actual van, not a minibus you have to take seats out of. So it could actually pay for itself with a couple of hires a month.

Share offer

Morven is waiting on our business case to take the next steps with this.

Amy Tigh-Dee from Creetown Initiative has put together a shot list for the video after discussions with Emma and myself. I need to round up some people to talk on it, which is easier said than done... Should be done w/c 13/06.

Post Office

I think you're all up to speed on this, but just to reiterate that we won't be moving the PO in just now – Adrian will continue as long as he wants, and we will be ready to take on a PO Local when he wants to move on.

Community Engagement to date

- Kells School
- Writer's Group
- Zumba Gold
- Monday exercise class
- School gates
- Ukelele group
- LING lunch
- CatStrand singers
- Knit and Blether

Scheduled:

- Zumba
- Table tennis
- Carer's chat
- Tea Club
- SWRI
- Ladies Guild

The events are going well – people are receptive and interested, and very interested in the Share Offer too.

I have recovered 35 questionnaires so far, with more to come – it may be that in time we need to do some knocking on doors to get the numbers up but we'll see how the next 2 weeks go.

Also I have booked the Town Hall for an Open Morning and Open Evening on the 13th June 10–11am and 6–7pm. I will advertise this next week.

I am arranging a small business consultation session, hopefully to be held at the Cross Keys.

I'm going to ask Sarah Ade to spend a day in the shop asking all the customers to fill in a questionnaire.

Logo

Sarah, Mary and I reviewed all the school logos and have a plan as per today's email. If the Board is agreeable, we will incorporate comments and progress with a view to having a final one to review by the 17th June.

Sarah is investigating the costs of printing postcards of all of the designs, since it was very hard to choose, and it will also raise the project profile significantly amongst all parents / grandparents. If that proves prohibitively expensive, we have chosen 4 designs to use instead. The postcards will be used as handouts until we have the Share Offer documentation, with some basic information about the plan and the website etc. Just to keep interest going really.

Local Producers

All local producers approached so far have been very enthusiastic so far and have agreed in principle to stock the imaginary shop. So far I have approached:

- Greirsons butchers
- Fleet fish
- Cream O'Galloway
- Heavenly Nutty peanut butter (Dalry)
- Crow Kitchen oatcakes (Dalry)
- Love To Eat (purveyor of fine frozen foods, New Galloway!)
- Earth's Crust bakery
- Sulwath brewery
- Galloway Chillies

Other

TLT Solicitors of Glasgow have provided State Aid advice along the lines that it will be fine - very paltry for £1120, but hopefully enough for the Big Lottery.

Flood risk assessment visit planned, but still no date yet - Dave Stewart was supposed to be ringing this week, I will chase him.

A damp survey was carried out on the house and shop on Mon 30th by Richardson and Starling - they will report before the end of the month with costed recommendations.

Decisions required by the Board.

Electric van

Good idea? Or not?

Opening hours

Andrew thinks that we should shut at 6pm not 7. This would save ~£2600 across the year. The numbers are very tight, especially in the first few years, and every little helps.

Also he thinks we should consider having winter opening hours, and shut at 5 from Oct – Feb, for the same reason.

Thoughts?

Jean Marsden has made a good point (through Mike) that we need to have some system of safe storage of newspapers, so that someone doesn't have to be paid to be there at 6 in the morning.

Heating system

Do we want oil or biomass? I will bring some figures and recommendations to the meeting.

Spending our grant!

At present, I think we will come in about £6k under budget or 14%. Andrew Ward is very clear that this will not be good news for the Big Lottery, who do not like taking money back. We need to think of some useful and credible things to spend it on. So far Mary has thought of Board training (particularly in retail) and further engagement with the schools, nursery and playgroup.

Any other thoughts?

Plans and Priorities

- Ongoing Community Consultations. Complete 17 June, to allow data consolidation. HK, SA.
- Make decision on heating system – Marc, HK, Board.
- Bring various logo options for Board review – sub-committee.
- Decide on look and mood of the shop and house – sub-committee.
- Complete last sections of the business plan – send for review by Board and Catriona. Then send to CSS for review and authentication. HK and Andrew Ward
- Then start on the Share Offer documentation. HK and Mary
- Carry out small business consultation, Open Morning and Open Evening. HK and Sarah
- Incorporate BLF comments into application form and start feeding business case results into it too. HK and Andrew

- Get Flood Risk assessment completed. HK.

Helen Keron 02-06-16