

New Galloway Community Enterprises Ltd
Minutes – Board Meeting
28 June 2016, 19:30, Dalveen

Present: Mike Brown, Emma Harnett, David Briggs, Dawn Spernagel, Margaret Watson.

Apologies:, Mary Smith, Sarah Parry.

Also Attending: Helen Keron.

1. Minutes: Minutes of last meeting were accepted.

Matters arising – We have confirmed that a Biomass boiler is the preferred heating solution, both because it fits the ethos of the project and because of the RHI income it will generate. We acknowledge that there will be local concerns about its resilience to flooding, because of the CatStrand experience, but we are confident we can learn the lessons from this and design the issues out. E.g. stand the boiler and pellet store up on legs, no underground feed.

2. Review of actions:

All actions complete.

3. Progress update

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

3.1. Brief discussion about the name for the Community Works – Community, Support, Liaison, Champion all discussed but no decision reached. **Action** – HK discuss with Sarah Parry later.

3.2 Timescale for bid submission in the light of the longer BLF reviews – HK's plan was accepted, 26th August agreed as the last possible submission date.

3.3 Business Plan review. Accepted.

3.4 HK asked for a review of the decision on the Electric Van, in the light of Andrew Ward's clear view that it would significantly increase our ability to choose and manage our stock well. The Board agreed to include the capital cost in the bid submission, on the grounds that if we needed one later and didn't have one, we would never be able to afford it. Only major operational costs are the insurance. **Action** – HK to ask AW to research insurance costs.

3.5 Mood Boards for flat conversions. Noted and agreed. The sub-committee who created them were thanked for their creative work!

3.6 Capital works – Transition period. It was agreed that the same stock and similar working practices will be carried on in the shop post-purchase but before renovation. Ideas for the transition location – the old hairdressers, Town Hall. Town Hall favoured. **Action** – HK to talk to Town Hall committee about the possibility of a temporary relocation.

3.7 Operational Costs: 8-6 Mon to Sa, 8-4 Sundays opening hours preferred, if possible. Only 1 employee required in the shop at any time.

VAT – This needs to be clarified. **Action** – HK contact Andrew Walker (member) for more details about how to account for VAT in the shop accounts. Also consider using Bell Ogilvy.

Salary subsidy – Worst Case scenario looks ok, hard to predict. Continue on that basis.

3.8 Share Offer – Could we even wait until we have heard about the BLF decision to launch the Share Offer? Would give us a much clearer message to send out. **Action** – HK to ask Andy Normansell.

3.9 Community Engagement. All noted.

3.10 Logo. **Action** – HK check with Robin Ade that NGCE owns the copyright of his pictures. Suggested modifications to the image will be passed to Martha Schofield.

4. Board Decisions.

- Board decision required: Title of Community Worker. **Still not resolved.**
- Board decision required on electric van or not. **Yes, go for it if insurance costs not too high.**
- Board agreement required on mood boards. **Agreed.**
- Board decision around transition arrangements required. **Agreed to use Town Hall if possible.**
- Board decision required on level of salary subsidy to go for, based on worst credible scenario for the shop. **Continue on existing scenario.**
- Board decision required on Share Offer timing. **Need more advice from BLF – if they allow it, go for after decision.**
- Board decision required on logo. **Approved, with modifications.**
- Board decision required on under-spend strategy. **Need more advice from BLF but happy with the proposals that have been put to them.**

5. Financial review:

Current position is £4000 under-spend on the £44k BLF grant – predictions are still that the under-spend will increase to £6000. Could we buy in some more Business Plan assurance? Wait until confirmation received from BLF on what we can spend the money on before sending any of it.

Action – HK continue discussions with BLF.

6. SWOT / RA session

Due to the late hour it was decided to hold a separate session for this: 09:30 on Friday 1st July.

7. AOCB.

- EH raised the option of commissioning a Sustainability report into the construction and operational phase. She will send through details to HK.

- An Interior Designer / buyer will be required to furnish the flats after renovation according to our vision – costs to be included in the Business Plan.
- Current accounting period is end Sept, so present accounting reports (not audited) at the AGM in about November.

8. DONM.

TBC, after BLF get back in touch with second review of application form.

Helen Keron, 29th August 2016.