

# New Galloway Community Enterprises Ltd

## Minutes of Management Committee Meeting 26<sup>th</sup> June 2017

### 1. **Apologies** – Margaret Watson, Emma Harnett.

**Present:** Mike Brown, Sarah Lane, Dave Briggs, Jean Marsden, Dawn Spernagel, Mary Smith, Craig Millar. **Also attending:** Helen Keron.

### 2. **Minutes of last meeting.**

- Agreed. DB proposed, SL seconded.

### 3. **Matters Arising**

- CM suggested that a poster display be created about the shop progress and plans, for display in the Town Hall museum over the summer. **ACTION** – HK.

### 4. **Project update** – HK

- Noted
- **ACTION** – MW and EH update their availability in the 2 weeks from the 15<sup>th</sup> July to MB, for possible support of Lindsey in her first few weeks while Helen is away.
- It was decided not to progress the alcohol licence until after the shop re-fit, but consider getting an occasional licence to cover the period up to Christmas, to capitalise on possible sales. **ACTION** – HK
- It was decided that Sage was likely the way to go for the accountancy system. **ACTION** HK.
- **ACTION** HK – investigate Transac for Chip & Pin and report back.
- **Phone / internet** – check Origin does Business accounts. Investigate True Telecom for business accounts. **ACTION** HK.
- Ask Plunkett for advice on insurance. **ACTION** HK.

- Investigate joining the Federation of Small Businesses.
- ACTION HK.**

- It was decided to have both CCTV and an alarm system after the re-fit, for staff protection and theft avoidance.
- EPOS system – it was agreed to purchase the EOPS Now system as per HK’s briefing note. **ACTION HK. Update** – ordered, due for delivery 7<sup>th</sup> July.

## 5. Banking

- Open a new business bank asap – main criteria is to be well-known, to have the option to bank cash at the post Office and to have a branch in CD. **ACTION HK.**
- It was decided to leave that new business bank account as the operational one, accepting the charges, and maintain the (free, Charities) Co-op bank account as the grant-receiving bank.

## 6. Celebration at point of purchase.

**ACTION** – **DB** to ask Marion Briggs if she will run a community event for Jim, Margaret and Marie in the Cross Keys on Friday 14th July.

## 7. Standard Security.

The meeting has considered the draft Standard Security (the ‘document’), drawn up by our solicitor, Ian Murray of John Henderson & Sons, Dumfries.

We are awaiting approval of this draft Standard Security from the BLF’s lawyers. Once that approval has been received, or an amended version of the Standard Security presented by BLF, the document must be signed on behalf of NGCE Ltd and delivered to the Big Lottery Fund in order to release the funds for the purchase of Hopkins shop and house in New Galloway.

In order to arrange this signing, the Chair will call a Management Committee meeting at the earliest possible date after BLF approval is received. This date will be arranged such that at a Quorum (viz 3)

members can attend. The meeting will have the sole purpose of authorising the signing of the Standard Security document and recording a Minute to that effect. A template for that Minute has been provided by our solicitor.

In the event of BLF requiring major changes in the document a MC meeting will be called urgently.

The MC meeting of 26th June 2017 has approved the above process

## **8. Membership update**

All pledges have now been redeemed apart from a few at £10 and £20. It was agreed not to chase these to avoid embarrassment in case they have reconsidered; they have all had requests for payment.

Note that we remain open to new members at all times, if Board members receive enquiries.

## **9. Confirm set up, remit and Membership of the Finance & Audit Sub-Committee**

MB confirmed that Andrew Walker and Richard Nash (both Members) have agreed to be on the initial A&F Committee. Their appointment will need to be ratified at the next AGM. **ACTION: Board members** consider which of them would make up the two Board members on the A&F Committee (not the Treasurer). The Committee will meet quarterly and will be responsible for holding the Society and its staff for compliance to the Society's agreed protocols and processes.

## **10. Share Certificate information / distribution**

The 'Members' information' insert is being collected from the printers this week. Volunteers will then be asked to deliver share certificates around the village. The remainder will be posted. **ACTION – MB.**

## **11. Biosphere membership**

Defer into September when the shop is operational.

## **12. Expense Claims**

Claims for £7.90 and £16.00 received. Noted.

### **13.AOCB**

Anyone who would like to meet Lynsey is welcome to the CatStrand at 12:30pm on Thursday 29<sup>th</sup> July to say hello.

### **14.DONM**

As necessary.

Helen Keron, 28<sup>th</sup> June 2017.