

New Galloway Community Enterprises Ltd

Management Committee Meeting MINUTES

22nd February 2018, 7.30 pm, Dalveen, New Galloway

1. Present: Mike Brown, Dave Briggs, Jean Marsden, Sarah Lane.

Attending: Helen Keron.

Apologies: Dawn Spernagel, Emma Harnett, Craig Millar, Mary Smith, Margaret Watson.

2. Minutes of the last meeting approved; Proposed JM, Seconded DB.

3. Matters Arising: Card reader – A letter from BoS was received 16-02-18 confirming that 'NGCE Ltd' is the parent company owning the 'New Galloway Community Shop' account. A new letter was sent 19-02-18 requesting that the letter be changed to 'New Galloway Community Enterprises Ltd', as per the original request.

4. Building and refurbishment

4.1 Note of acceptance of Luce Bay tender

Electronic acceptance of the Luce Bay tender was given by all 9 Directors by the 18th Feb 2018 and therefore a letter of acceptance was sent to Luce Bay on the 19th February 2018. The tender was accepted with a date of possession of 2nd April 2018, with work to start on the 3rd.

ACTION – HK inform BLF of the acceptance. **Complete.**

4.2 Temporary relocation plans

EH confirmed (in her absence) that Kitty's tea rooms have offered their premises for the shop for the duration of the shop work. It was agreed to proceed on the rent as negotiated. The Board thanked EH for her work in securing this outcome, and thanks to Kitty's as well.

It was agreed that EH should remain the point of contact with Kitty's tea rooms.

It was agreed that MB, JM, DB, HK and LH would form a sub-committee planning the move. **ACTION** – MB liaise with LH to schedule an initial planning meeting.

SR proposed (in her absence) that she should rent the neighbouring Solicitor's offices throughout the renovation for any public contact she required – this was agreed. **ACTION** – SR and HK approach the Steeles and agree an hourly rate if they are amenable to the idea.

4.3 Generator offer

Rex Dressler has secured the offer of a diesel generator from Scottish Water for free. This would be our mains power back-up. The offer was accepted, with thanks to Rex for his work on this. **ACTION – HK** email Rex with thanks and start planning the move. Also talk to Marc Henkleman about the final location for the generator. Also plan a service to bring the generator into certification.

5. Community Engagement Worker

5.1 Oil buying co-operative survey

This will be delivered to New Galloway and Kells households at the end of this week. Thanks to Janosh Schnee for his work on this.

5.2 Tackling Poverty fund

This is a fund applied to in order to secure ~£4000 of operational budget for the CEW. It will be decided by public vote at Dalbeattie Learning Campus on Sat 3rd March, 10am – 3pm. HK and SR will attend this event. Anyone who can attend is most welcome! **ACTION – HK and SR** to publicise the event and plan NGCE's stand.

5.3 Operational budget

The Big Lottery has agreed that we can use £2,000 of the CEW salary budget as an operational budget for the first 2 years' work. This will shorten the CEW overall tenure to 4 years 10 months but will allow them to work much more effectively. It will have no impact on SR's 2-year contract. **ACTION – HK** work with DS to re-allocate funds in Cost Monitor.

6. AGM Prep

6.1 Attendance, inc. Director nominations

25 members required to attend for a quorum. **ACTION – all Board members** to bring proxy forms as required. 3 Director vacancies will be created this year and 3 people have indicated so far that they will stand. Deadline for Director nomination forms is Monday 26th Feb.

6.2 Directors' Declarations

All in place.

6.3 Chair's Report

Will cover period to 30th Sept 2017 and also informal update to Feb 2018. **ACTION MB** circulate first draft to Board when complete.

6.4 Forward Plan Report

ACTION – HK draft and circulate.

6.5 Oil buying report

Will now be featured as a 'pop-up' before and after the AGM. SR planning.

6.6 Accounts review

Accounts have been received from Bell Ogilvy but need further work.

ACTION – HK arrange meeting with Andrew Walker to discuss and meeting with BO, early next week.

6.5 Catering / setting up

ACTION – all Board members arrive at 7pm, please. Lower town hall.

ACTION – HK ask MW if she would arrange some nibbles, wine and soft drinks as last year.

7. Audit, Finance & Risk Committee

Met 20-02-18 for an initial operational review of shop policies. Full minutes will be issued separately, but the summary is:

- LH has in place a good informal system of checks and balances. These will be proceduralised as we move forward.
- Setting up SAGE accounting will help fill most of the current holes in stock and cash management.
- A Management Summary that gives key indicators of performance and risk management is required for review by the AF&R Committee and the Board.
- It is important to get the balance right so that the Shareholders have assurance through process and procedure but the GRM also has time to sell the goods.
- Next meeting 21st May 2018, 6pm, but spot checks and work ongoing before then.

8. GRM Annual Performance review

Confidential: In the light of her excellent performance over the last 6 months, the expected 12 month pay review of LH has been brought forward and it was agreed to increase her salary w.e.f. from 1 March 2018. **ACTION** – HK inform Bell Ogilvy wages dept.

It was also agreed that her performance targets to July 2018 would centre on maintaining current performance and then minimising losses in the temporary location. New performance targets will be issued for the 6

months after the new shop opens, and the next bonus / pay review will be based on performance against those targets. Bonus / pay reviews will then be yearly.

ACTION – **MB** inform LH of the outcome of the pay review with the thanks of the Board for an excellent start.

9. Post Office

Possible future relations with the Post Office were discussed.

10. Notification of Expenses Claims – None

11. AOB

The Moderator of the General Assembly of the Church of Scotland will be visiting the shop on the 12th March as part of his tour of the area and visits to places that are supporting thriving communities.

12. DONM

- AGM: 1st March, 7:30pm, Town Hall.
- Next Board meeting: 22nd March, 7:30pm, Dalveen

Helen Keron, 23rd February 2018