

New Galloway Community Enterprises Ltd  
**Management Committee Minutes**

28<sup>th</sup> June, 7:30pm, Craignelder

**1. Present:** Jean Marsden (Chairing), Dawn Spernagel, Margaret Watson, Emma Harnett, Joan Walker, Jon Nimmo, Dave Briggs.

**Apologies:** Mike Brown, Christine Rankin, Lynsey Hogg.

**Attending:** Helen Keron

**2. Minutes of the last meeting:** Accepted subject to some typographical corrections. Proposed EH, seconded JN.

**3. Matters arising:** None

## **4. Operations**

### **4.1 Sales Report**

Average gross weekly sales for the period 21/05 to 24/06: £4500

Wastages & discounts combined averaged £101 (2%) per week.

Average transaction value £4.73

Average card transaction value £11.19

The Board noted that the turnover and gross margin figures continue to be excellent, and thanked the shop team for their hard work in the summer sun!

### **4.2 Operations**

Izzy Ross is due to complete her 6 months' volunteering position at end of July. She has been a great help and support with the weekly large delivery from Bookers. She has grown in confidence and has become a big asset to the team. The Board noted its thanks to Izzy for her help and would like to offer her a further 3-month placement if she would like to stay longer. In addition, a second 6-month placement should be advertised in the shop in order to give someone else the same opportunity. **ACTION – LH.**

Corson's bakers are closing down but we have yet to be given an end-of-supply date from them. LH in talks with other local bakers. Discussions to continue before any decision to be made.

Henderson's butchers in Castle Douglas to be next butcher on trial. First delivery 28/06 and LH will monitor success of range of products

William Nash has begun a short-term role in the shop assigning minimum stock quantities to each stock line. This will clear up the EPOS system and streamline shop operations.

Jute bags have been purchased (neutral, with a black logo) and will be available for purchase in the shop in the next 2 weeks.

EH had received feedback from some residents that some of the drinks on sale are very expensive, but it was agreed that so long as good-value alternatives were always available, then it was an operational decision for LH to determine what sold and what didn't.

JM and DB fed-back from their sub-committee meeting with LH that it had been agreed that JM & DB would keep a shop key between them, so that whenever LH was on holiday, committee members were always available to open the shop if shop assistants couldn't make it in.

CR had received feedback that we could use paper bags for bread instead of plastic, but for operational reasons, this is difficult. **ACTION – LH** to continue to look into all options to reduce plastic usage in the shop. **ACTION – HK** to commission the (paid for) Watts Sustainability report into the shop when in it's new premises.

### 4.3 Move planning.

The following plan was provisionally agreed for the move back into the new premises, subject to agreement by MB and LH:

- 8<sup>th</sup> August: 'Preview' night for local supporters, where we unveil the shop in all its glory but without any stock. 6-8pm
- 9<sup>th</sup> / 10<sup>th</sup> / 11<sup>th</sup> August – Move stock into the shop. Kitty's remains open.
- 13<sup>th</sup> - Open Kitty's for a few hours, then shut for final move.
- 14<sup>th</sup> – Open for business in new shop!
- September tbc – Official Opening event. Kells School to be guests of honour.

Other points:

- Fridges and freezers will not need to be moved, as new ones are being purchased. **ACTION LH & HK** coordinate delivery and removal of old chillers.
- **ACTION HK** get Tesco crates and trolley again. No van required this time.
- **ACTION JM** ring round previous helpers and create schedule of help on the 9<sup>th</sup> – 13<sup>th</sup>, with LH.

### 5. Community Engagement Worker

- Held Glenkens Business network meeting 7th June
  - Continued support and enthusiasm. Galloway Flowers to be the first business to be highlighted in the Glenkens Gazette.
  - Continuing to build links with local business to speak and share their journey.
  - Future presentations from DGTap, Business Gateway and IT Centre in Castle Douglas in the diary.
- CAB surgeries beginning in New Galloway from Monday 25th June
- First Galloway Activity Centre Ladies *Give it a Go* session to be held on Sunday 2nd July. Currently 10 ladies signed up.
- Community Wishing Tree around the community. Trees in the shop, GP Surgery, Town Hall, School and CatStrand.

- CEW went into the school to raise awareness of the project. CEW to possibly do a leaflet and leaf drop around the community to raise further awareness and to encourage engagement in hanging a leaf on the trees
- Received a grant from the Glenkens Charity Shop for £200 for hall hire, advertising and expenses for removing barriers to attending surgeries and information sessions within the community.
- Worked with a local group of people to submit a successful grant application to the Glenkens Charity shop for a history trail and summer New Galloway treasure hunt. Thanks to the Glenkens Charity Shop for their support with this.
- Facebook page 'Community Engagement Activities New Galloway and Kells' has been launched.
- Attended a presentation by Aidan at the CatSrand following her Youth Survey. Identified potential projects and activities to follow up
- Creating a "Schools out for Summer" notice board for information for families and children over the holidays. A one-stop information and communication point for activities and events over the hols. I will be going up to the school prior to the holidays to share with the children and parents
- Working with Louise Coupar (Active Sports D&G Council) to organise a community Health and Wellbeing event in July within the park. An inflatable 5 a side football pitch will be here for the day WB 14th July (more details to follow)

The Board noted Sam's report and thanked her for all her efforts this month, its very good to see the projects gathering momentum.

## 6. Building and refurbishment

### 6.1 Progress

Work is progressing well. The shop is plastered and is having tiles laid w/c 2<sup>nd</sup> July and should be available for shop fitting in mid-July. The decoration of the back office and installation of the disabled toilet will be continuing in parallel with the shop fitting.

Unit 1 is ready for plastering too. Kitchen quotes have been sourced and will be decided w/c 2<sup>nd</sup> July. Floor covering quotes are being sourced. Light fittings and bathroom fittings have been signed off. Tiles, skirting boards, architraves being finalised.

Unit 1 windows (inc new dormer) will be arriving w/c 25<sup>th</sup> June. The painter will paint the exterior window surrounds in July. **Board agreed a charcoal / graphite grey.** Nathan Harnett is refurbishing the shop door – **ACTION LH & EH** to decide the colour. A blue was preferred. Shop sign – **Board agreed** that it would say New Galloway Community Shop, Est. 2017, with the NGCE logo. **ACTION HK** – check with BLF if it needs to include the BLF logo. **ACTION HK & LH** to work together to design and commission the board. Not to be made of wood. White background, dark grey text suggested.

Unit 2 is stripped out and the new floor being installed. External stairs are being made safe – the bowing in their walls was due to previous very poor construction.

### 6.2 Budget

At present, due to the drainage issues but then savings in other areas, the base case cost is coming in at ~£11k over the base cost of £343k. This leaves ~£22k of contingency in hand. Extra costs already identified:

- External painting ~£4k
- Roof repairs ~£3k

- Structural Engineer ~£1k
- Additional tarmacking ~£2k
- Drainage works - £2.5k
- External stairs - £2k
- Others £1k

Other costs identified:

- The Architectural Consultant has been working longer hours than his fixed price contract was agreed on. He is keeping a note of his extra hours.

### **HK left the meeting**

- The Project Manager is going to run out of funding at the end of June. She has indicated her willingness to continue on the project as a volunteer, but it was agreed to release a further £2k of funding towards her time in July, August and September.

### **HK re-joined the meeting.**

**ACTION – HK** check with the BLF Capital Manager whether we have BLF agreement to spend the contingency as above.

### **6.3 Timeline**

Shop move early August, as Section 4,3; Project completion October.

### **6.4 Shop fitting**

Final price agreed with Good One Ltd of £13,530 for previous plan plus some additions agreed with Lynsey, plus refurbishment of the front door. He will be invoicing in stages.

### **6.5 Move planning**

As Section 4.3.

### **6.6 Marble slab**

It was agreed to use the marble slab from Hopkins shop as the wash-basin stand in the Front Flat main bathroom.

### **6.7 Kitchens, flooring choices**

We are securing quotes for the kitchens, but the layout and look has been circulated.

The Board was reminded that any Board members who would like to join in the interior discussions are always welcome to do so. Thanks to EH for her huge amount of work on this so far.

## **7. Audit, Finance and Risk**

### **7.1 Overview of meeting 18-06-18**

The third A&F meeting was held on the 18th June – full minutes will be issued, but the main points of discussion were:

- Continuing move towards written Operational Procedures – LH
- Continuing integration of Sage accountancy system – HK
- Need for a stock cleanse and assigning minimum quantities – LH
- Agreed responsibilities for monthly spot checks by all members of the A&F committee moving forwards.

## **7.2 Use of debit cards for interior fittings**

It was agreed by email between MB and DS that HK could use the Co-Op debit card in the w/c 25<sup>th</sup> June to purchase light fittings and bathroom fittings. A meeting will be held by HK & DS on the 4<sup>th</sup> July to reconcile the bank transactions with the receipts.

## **7.3 Risk Register**

The Risk Register was noted as a useful tool but not discussed in detail at this meeting.

## **7.4 Sage update**

Work to integrate SageOne with the EPOS system continues. This VAT period ends 30<sup>th</sup> June, so we will have it set up to mimic the existing system for the July – September VAT period, for assurance, and then it can run on its own.

## **7.5 GDPR update**

A meeting was held between MB, CR and HK on 04-06-18 to finalise the GDPR actions. As part of this, it was agreed to buy a locked filing cabinet for the shop / CEW office and a locked box for the Chair's paperwork.

## **7.6 Donations.**

It has been suggested that donations to NGCE Ltd be logged via the existing Gift register.

## **7.7 Code of Conduct**

As part of the GDPR review, it was agreed to amend Section 3.2.4 of the Code of Conduct for Board members to include (additional wording in italics):

### **3.2.4 Confidentiality**

Committee Members must treat any information which they receive as confidential, and must not disclose it to any third party without the express permission of an authorised representative of the Society. *They must at all times be aware of and adhere to the requirements of the General Data Protection Regulations (2018) and any subsequent amendments with regard to personal data held on Members, Staff and anyone else they have dealings with as members of the Management Committee.*

## **8. Staff**

### **8.1 End of Year performance reviews**

MB and LH scheduled for 18<sup>th</sup> July 2018; SR mid-year review to be scheduled. **ACTION MB & SR.**

It was agreed that LH's bonus will be based on the position of the subsidy required to maintain the BoS bank account at £5k on the 15<sup>th</sup> July 2018, as this was the starting position in 2017.

## **9. Strategy**

### 9.1 Charitable status

JN is looking into this and will be using examples from PortPatrick etc to see about moving this forward with the FCA.

### 9.2 Self-catering flats – operation and marketing

- Names – It was suggested that the names would be based on hills or lochs, rather than animals. The sub-committee will take into account all views expressed to date and report with a proposal at the next Board meeting. **ACTION JW.**
- Marketing – JM will look into an agent in Castle Douglas to get an up to date price for commission. AirB&B will also be considered. **ACTION HK** discuss with other self-catering providers in the area who they use.
- Operations – Consideration to be given to how laundry is managed – in-house or out-sourcing. **ACTION HK** get a quote from local laundries.

## 10. Community

**10.1 Community feedback on renovations.** The Board noted its thanks to all our neighbours for their understanding during this time of disruption.

**10.2 Joan McCosh donation** – Many thanks to the family of Joan McCosh for the kind donation in her name, and it was agreed to use the donation to buy the plaques for the flat names in due course.