

New Galloway Community Enterprises Ltd  
**Management Committee Meeting Minutes (Draft)**

24<sup>th</sup> July, 7:30pm, Dalgowan.

**1. Present:** Mike Brown (Chair), Christine Rankin, Margaret Watson, Emma Harnett, Joan Walker, Jon Nimmo, Jean Marsden. **Apologies:** Dave Briggs, Dawn Spernagel,  
**Attending:** Helen Keron, Lynsey Hogg.

**2. Minutes of the last meeting:** Accepted subject to some minor corrections (now made).  
Proposed JN, seconded JW.

**3. Matters arising:** None

#### **4. Progress Updates**

##### **4.1 Operations**

Average gross sales for the period 26/06 to 15/07 = £4638 per week.  
Wastage and discounts combined averaged £110 / 2% per week for this period.  
Average transaction value is £4.78 for this period.

It was noted that the summer holiday sales have gone exceptionally well, with one week's turnover reaching over £5000, and one individual day £1000. Thanks to LH and the shop team for their excellent work in achieving this. It was also noted that the turnover will operate on a yearly cycle and that a dip in the Autumn is to be expected.

The most recent weekly report for Payment Sense card transactions for 08-07-18 was £972.03 (£12.15 average transaction).

Izzy Ross has agreed to continue for a further 3 months as a volunteer. A poster is now in place in the shop advertising other future volunteering opportunities. Our thanks to Izzy for all her help to date.

Corson's bakers are closing down but we have yet to be given an end of supply date from them. LH pursuing plans for the future.

Henderson's meat products are selling well. The trial continues.

The backlog of assigning minimum stock numbers to all stock lines is now complete and now an on-going task of assigning every new product added to EPOS with a minimum number. Thanks to William Nash for his work on this.

Shop move has been planned (see Section 5). Extra hours required for shop move is 24 hours over 09/08, 10/08, 13/08 (3 days) to allow shop assistants to merchandise / move stock. **Board approval given for this.**

The fact that the EPOSNow system does not sync to Bookers remains an issue. **ACTION – HK and LH** continue to work the issue:

##### **4.2 Refurbishment**

Work is progressing well. The shop will be ready for the preview on the 9<sup>th</sup> August, with the operations starting 14<sup>th</sup> August. There will be no hot water other than from the wall-mounted water heater and no heating for 4-6 weeks, until the boiler is installed. However, there will be cold water to office, toilet and shop, plus electricity, phone and internet.

Flat 1 is plastered and the kitchen and bathrooms ready to install.

Flat 2 is progressing towards first fit electrics and plumbing. The flats are on track to be completed in October.

The Board noted its thanks to EH for providing holiday cover for HK's work on the refurbishment, as well as her input into the shop and flat fitting.

The budget expectations remain similar to the last Board meeting. **ACTION – HK** to bring a capital budget update to the next Board meeting.

Final price agreed with Good One Ltd of £14,840 for previous plan plus further additions requested by LH and approved. Total budget including counter tops and other at-cost items ~£16,000.

#### 4.3 CEW update

- Next Glenkens Business network meeting planned for September.
- CAB surgery held on Monday 25th June. 1 person attended. Continuing to raise awareness of existence through CEW facebook, Loreburn Housing, CAB social media, posters, word of mouth and contacting Glenkens Community Councils.
- First Galloway Activity Centre 'Ladies Give it a Go' session held on Sunday 2nd July. Twelve local ladies attended, a good range of ages and new faces. Feedback and evaluation positive.
- Connecting in Communities have asked for the Community Wishing Tree project to be extended for the Summer/August. This could give people an opportunity to have their say at the Alternative Games. Sam will work with Connecting in Communities to collate and evaluate the responses at the end of August.
- Supported a successful grant application for £75 to the Glenkens Charity Shop for a history project within New Galloway.
- Submitted a successful grant application for £200 to the Glenkens Charity Shop for hall hire, advertising and expenses for removing barriers to attending events.
- Followed up 'Football and sports opportunities' request raised in the Glenkens Youth Survey. Goal posts have been loaned to the community for use over the summer months from Active Sports (D&G Council). These are being kept at MW's home and as from 23-07, weekly park sessions will be advertised to use them.
- Positive feedback from 'Schools out for Summer' notice board and the 'Things to do in and around New Galloway' list. This was a result of a very successful collaboration with Kells School and contacts made at the Youth Survey feedback meeting.
- Prepared templates for each stage of the process for individuals wishing to join the oil purchasing group. Following the holidays will contact the individuals that expressed interest in signing up
- CEW flyer will be distributed soon.
- CEW will be present at the Alternative Games. Possibly fundraising (snail racing event) and an awareness stand of projects and activities.

SR's report was noted with thanks. Comments:

- It was suggested that the Glenkens Business Network could join NGCE in lobbying DGC for an electric car charging point.
- The turn-out at the CAB session was disappointing, but hopefully the work of the CEW will lead to improved turn-outs in future.
- The Ladies Give it a Go is an excellent initiative!

#### 4.4 Community relations

We were asked at short notice by a local councillor for a photo-opportunity in the shop, to be used to illustrate a press article on the proposed Galloway National Park. Given the contentious nature of the debate, the Chair, after consulting the Vice Chair and Secretary, declined the request but wrote explaining our concerns not to be seen to be supporting a particular side. A cordial reply was

received and good relations maintained. In the event of a formal consultation process being launched it would of course be open to NGCE to submit a considered opinion.

## 5 Move planning.

Move planning continues, all in hand. 24 extra hours of shop assistant time was approved to allow the move to go smoothly – this will come out of the Shop operational budget, but will be kept separate for the purposes of assessing shop year-on-year performance.

**ACTION – LH** sort drinks and nibbles for the Preview evening on the 9<sup>th</sup> August.

The formal opening was provisionally planned for September, [Later: decided to have single formal opening once flats completed] by which time we would hope to have a new condensed Share Offer brochure so that we can re-offer shares to new investors. **ACTION MB.**

**Update** – with the flats likely to be completed and ready for rent by end October, should we postpone the official opening until then? For discussion at next Board meeting.

**ACTION – HK** create a draft list of attendees for review by the Board.

## 6. Marketing and Managing the flats

It was agreed to create a sub-group of LH, JM & JW with input from HK and EH to progress this – any others are welcome to join, especially in the initial brainstorming session. It was agreed that AirBnB should be considered as well as more traditional marketing routes. It was agreed that getting VisitScotland stars would help with marketing. **ACTION – HK** look up criteria and costs prior to fit-out, to ensure requirements are incorporated. **FURTHER.** JM chairing a meeting on Thursday 13th September on marketing and managing the flats. All welcome.

## 7. Flat names

A vote was taken and **Stroan and Skerrow** were agreed as the flat names. To be marketed as ‘self-catering accommodation in New Galloway’. Thanks to JM, JW and CR for their work on this.

## 8. Staff

### 8.1 End of Year performance reviews

MB has held annual reviews with LH & SR; LH has held annual reviews with all shop staff.

### 8.2 Bonuses

The General Retail Managers performance-related bonus was agreed. A further ring-fenced sum was agreed for shop assistant bonuses, to be distributed at LH’s discretion. **ACTION LH.** It was noted that this in no way implied a precedent for future years. However, due to the excellent progress made in increasing turnover this year, and the Shop Assistants’ part in that, the Board felt that a modest bonus pot this year would be appropriate.

## 9. Community feedback.

### 9.1 Cross Keys

It was agreed that we should offer to Tarmac the full length of the shared access lane and also an access strip as far as the Cross Keys gate at an additional cost of £2500. MB and DB to discuss with Susan O’Hare. Although the Tarmacking will be completed at the end of works, base preparation will start sooner.

**9.2 Water tie-in works** will commence in the High Street soon but are promised to not clash with the Alternative Games. **ACTION – HK** publicise when dates are known. Luce Bay have also committed to removing the large skip over the weekend of the Alternative Games.

## 10. Charitable status

JN reported that initial feedback from Community Shares Scotland suggests that it is possible but unlikely for a Community Benefit Society (BenComs) to achieve charitable status, especially those running community shops, as they do not trade primarily for charitable aims. Portpatrick, a

BenCom that manages a community harbour, is not primarily a trading organisation, whereas we are. Research by HK through the Community Shops Network entirely confirms this opinion. JN therefore suggested that the more realistic option would be to create a 'sister' SCIO to NGCE Ltd, to which NGCE Ltd could donate from its profits. The SCIO would then disburse its charitable income in accordance with its aims, which would mimic the charitable aims of NGCE Ltd. It was agreed to explore this idea further instead of seeking charitable status for NGCE Ltd. Thanks to JN for his work into this complex issue.

### **11. Board expenses**

None

### **12. AOB**

It was agreed that the ~£6,000 of unspent BLF operational subsidy for Year 1 would be ring-fenced in the Cost Monitor and used for any capital over-spend as required, and then put into the reserve fund.

### **13. DONM**

30<sup>th</sup> August, 7:30pm. Location tbc.

Helen Keron, 16<sup>th</sup> August 2018