

New Galloway Community Enterprises Ltd Management Committee Meeting Minutes

6th September, 2018 7:30pm, Dalgowan.

1. Present: Mike Brown (Chair), Dave Briggs, Emma Curtis, Jean Marsden, Jon Nimmo, Christine Rankin, Joan Walker, Margaret Watson.

Apologies: Helen Keron, Dawn Spornagel.

Attending: Lynsey Hogg.

MB welcomed all and reported that the re-furbished shop is now fully operational and has been very well received from both local people and visitors. Gross turnover has at times been approaching the Year 4 target, although it is recognised that sales will have peaked in the summer. Many thanks to LH and all the team for their hard work in this. The flats are progressing well, thanks to those involved, EC in particular.

2. Minutes of the last meeting: Accepted. Proposed EC, seconded JM.

3. Matters arising: None

4. Minute Secretary:

MB reported that JW has agreed to take the minutes in the absence of HK and is willing to take on the task in future. It was proposed that we accept this offer. (Proposed by MB and seconded by MW) We thank her for taking on this duty.

4. Progress Updates

4. Progress update: Shop.

4.1 Report from LH

Sales Report

Average gross weekly sales for the 7 weeks commencing 16/7 = £4569

Wastage and discounts combined averages £76 / 1.6% per week for this period.

Average transaction value is £4.76 for this period.

Operations

The shop move over over August 9,10 and 13 went smoothly and the new shop has been well received by customers. The staff are particularly enjoying the new shop layout. We have some minor solutions to put into place with regards to the shop floor storage of soft drinks and alcohol to ease restocking and merchandising but otherwise operationally it is going very well. We have a sign in place to put on the front door should we have to lock the shop door to customers for 2 mins to go to the outside store room.

We also experienced the new shop being very warm during the first 2 weeks of trade. The shop does not have air conditioning, so this is something to consider. We were able to relieve staff with fans and open doors however, this had affected quality of produce e.g. ripening fruit and veg. Update from HK – the electrics for the back skylight will be fixed shortly, allowing it to be opened – this will allow a better through-flow of air and should reduce the heat in the shop.

We have had one significant complaint regarding the newspaper customer order slots being too low to easily access but believe this to be rectified. All staff know to assist and offer solutions personal to the customer to ease customer experience.

Corson's bakers have now closed on 31/08/18. We have yet to see how significantly this will affect trade. Alternative suppliers are in place and being sourced.

We now have a waste contract in place with D&G council. We have 2 waste bins; one for general waste and one for recycled cardboard waste and these are collected weekly.

Sage/EPOS - progress continuing with syncing.

Thanks to CR for completing a risk assessment in the shop.

there have been no applications for a replacement for Izzy Ross in the adult volunteer post.

JM suggested a student from the school on work experience. There are issues regarding children protection when working with only one other adult.

5. Progress update: Flats

Report on refurbishment and fitting out.

- Board visit planned for tomorrow, 7th.
- Unit 1 is complete apart from floor covering, final painting, final fix electrics and bathrooms.
- Unit 2 is structurally complete.
- The outside steps / tarmac / back patio should commence w/c 10th September.
- Installation of the biomass heating should commence this week.
- The laundry is being fitted out this week – it will not be possible to use coin operated machines but it was agreed that they should be large 15kg machines and will be managed through a key in the shop. The machine in store will be used as an addition to the main machine.
- The cooker in store will be checked and if suitable will be used in one of the flats, if not it will be sold with the dishwasher, an advert will be put in the shop and PO or online. The microwave could be used for the staff once checked.
- The store window is to be changed out for a grilled one to help with the dampness in there. When the guttering is re-installed on the back flat, this will also help.
- The office is complete.
- The shop lights will be changed out for brighter ones as the nights draw in.
- A sound test is required for completion, to ensure that the shop cannot be heard from the flats, and that the flats cannot be heard from each other.

- The external walls will be painted before we finish.
- We are commencing completion checks with Building Control, to get ahead of the process.

Luce Bay are expecting to be finished early October, at which point the flats will need to be floored and furnished. However, the critical factor for the first let is likely to be securing the Completion Certificate, as this is done on Dumfries & Galloway Council timescales. It would be realistic to assume an occupancy date of 1st December at the earliest.

5.2 Marketing and Management of the flats

Visit Scotland came round for a preliminary visit last week to see HK and LH.

Full discussion on Marketing and Management will take place at a separate meeting on Thursday 13th Sept with a subsequent recommendation being made to the Board.

5.3 New Bank Account – the board agreed that a new account should be set up from 1st October with the Bank of Scotland. Name of account NGCE Self Catering. Signatories Lynsey and 4 board members, DS, DB, MW and JM.

6. Official opening – It was agreed that there would be a community night for the opening of the shop and flats. This will be for supporters, shareholders, BL etc. A sub-committee of EC and MW will plan this for the end of November.

7. Meeting with neighbour – MB and DB visited the Cross Keys where they were shown views and told of disruption that had allegedly affected customers during building work. Details of NGCE's lawyers and BL contacts were requested and given. Tarmacking of the full width and length of the driveway by Luce Bay at NGCE's expense was also discussed.

8. Capital Budget Update

MB provided the Board with an update on the state of the Capital Budget as the project nears completion. Providing an overview of which items had come in (or were expected to come in) over or under budget. He explained that the critical factor was the extent to which the contingency for the Luce Bay contract would have to be drawn upon.

He explained that there was flexibility in the system at a number of points. A number of items, although on the Capital Budget, could be transferred to the shop or CEW budgets if necessary. It had already been agreed that if overspend on furnishing and equipping the flats was necessary in order to attain 4 star ratings, some money could be taken from reserves or unrestricted funds.

A decision is outstanding on appointing contractors for the kitchen in Unit 2. A special Board meeting will be held when estimates are available. [Later. This meeting was set for 11th September]

Thanks were given to MB for providing an explanation of the figures.

9. The Community Engagement Worker's report was received from Sam Rushton. The Board agreed this is a much better template and thanked SR for the report and new format. It is noted that her principal activities at present are developing the Business Group,

rolling out plans for an oil buying cooperative and organising a community Pot Luck Supper.

It was noted that SR has facilitated a successful grant application for LING (Local Initiatives in New Galloway) regarding an Information Trail though LING have still to complete the work. The Ladies Activity group, run by SR in conjunction with the Galloway Activity Centre, is enjoying great popularity and generating more active participation in outdoor activities.

10. Allocation of duties done by HK.

HK provided a detailed documentation of work (unconnected with the refurbishment) that is done by her at present. Board members were asked to consider this and inform MB of any items they are prepared to help with. It was suggested that there should be a sub-committee for property and services.

HK is also creating a handover pack which will be ready when she leaves. Many thanks to HK for doing this.

The Registered Office will continue to be the shop.

11. Request from NG Celebratory Events Committee. This committee is hoping to stage a similar event to last December's and to include a leaflet for distribution through the village of all the Christmas events. A request has been received for NGCE to fund the printing of the programme, as last year. The Board agreed to meet this cost up to a maximum of £100.

12. Board expenses – none.

13. AOB Recognition of work done by HK

14. DONM Thursday 4th October 2018