

New Galloway Community Enterprises Ltd Management Committee Meeting Minutes

Thursday 4th October 2018 7.30pm at Craignelder

1. Present: Jean Marsden (Vice - Chair), Dave Briggs, Christine Rankin, Dawn Spernagel, Joan Walker, Margaret Watson,

Attending: Helen Keron, Sam Rushton.

Apologies: Mike Brown, Jon Nimmo. Emma CurtisA,

2. Minutes of last meeting: 18.09.06 Proposed CR, seconded MW
18.09.11 Proposed DW, seconded CR

3. Matters arising:

There were no matters arising.

4. Shop report to Board:

Sales: Average gross weekly sales: four weeks to 30.9.18 = £3932.

It was agreed that lower sales were to be expected at the end of the tourist season.

Mail: It was agreed that mail for the Board and Helen Keron arriving at the shop should be opened by Lynsey and anything requiring Board members' attention should be passed on by the end of that week. SR will ensure that her mail is all properly addressed and will go direct to her.

Cleaners: As there have only been 2 replies to the advert for cleaners for the flats it was agreed to put posters up in Dalry, Balmaclellan and Mossdale and extend the closing date to the end of October.

The board agreed to purchase the Izettle handset for self-catering card payments in the shop and accept the donation from DB of an iPhone.

Sage and Epos Integration: work continuing to resolve compatibility issues.

5. CEW report: The Main report - attached - was accepted.

Fuel Purchase Scheme: There was an extensive discussion on group fuel purchase schemes. A lot of work and investigation has been undertaken by SR with 2 options available. Report attached. SR will do more research and look into trying one company for a test of one year. Whatever scheme is used the reduction in cost of oil to members will be very small, but the environmental input has also to be considered and the fact that this was an initial promise to the community.

SR requested board decision regarding using a volunteer from the community for particular tasks. SR described certain issues involved. The Board agreed to test this out. A risk assessment will be required.

6. Progress update on flats:

- Progress has slowed due to the availability of sub-contractors, but HK and Luce Bay have been working hard on this and things are moving now.
- Almost all electrical fittings are complete.
- All first-coat internal painting is complete.
- Work on the outside steps and back patio has commenced. The tarmac will be the last work to be completed.
- Outdoor painting has commenced.
- Installation of the biomass heating should commence this week.
- Plumbing can be completed once the heating is installed.
- Small bedroom being done and kitchen going in.
- Patio being done.
- Decision required re washing machine sizes – board agreed to have the standard machine plus the bigger 14kg one.
- The store will not be painted – it is too damp and the paint will not stick. It will be brushed down when the stock is moved for counting on the 8th.
- The sound test required for completion will be carried out on the 8th or soon after. The shop requires to be shut for this work.
- Building Warrant documentation has been submitted to Building Control, to get ahead of the process. This however remains our critical step to letting the flats out. More details at the Board meeting after Tuesday's site visit.
- Luce Bay are expecting to be finished mid-October, at which point the flats will need to be floored and furnished.
- It is hoped to have furnishing, flooring, carpets and curtains done by mid-November at which point photos can be done for marketing.
- Board members offered to share out buying of equipment, suggestions were that kitchen equipment such as cutlery and crockery could be purchased from IKEA and would then be replaceable.
- Expected that the furnishing budget of £18,000 will be reached.
- It is hoped that the completion certificates will be received by 1st December.

6a Marketing and management of flats: JM reported on meeting of sub-committee. The board agreed to go with the recommendations of sub-committee.

In summary, we will use Discover Scotland for the first 2 years (starting mid to end November), most payments will be through them but an Izettle machine will be purchased for payments in shop (see above). Will also have grading from Visit Scotland, another visit awaited. More investigation to be made into web sites, Let's Go D&G looks very good but expensive. Ian Biggar to do photos. JW to check how much he will charge and that these will belong to NGCE. Hoped to have first occupants 15th Dec. with trials the 2 previous weekends providing all completion certificates in place. Suggested that there are 2 welcome packs, one re flats (instructions etc.) and one with info about the area. Also suggested that Lynsey could order some small packs of everyday items (from Bookers) for a welcome pack, also to include some items from the shop and make up a box/small hamper.

JM will discuss further with Discover Scotland re charges for flats.

New bank account for flats is progressing, it is now in the hands of the BoS.

7 Official opening of shop and flats: MW reported on results of sub-committee meeting.
Date – Thursday 29th November

Rather than also try to do an event before Christmas it was agreed to have something in February in the Town Hall.

8 Review of Capital Budget: As MB was unable to be present he sent an up to date sheet of this – there was little change from previously and it was accepted by the Board.

9 Project Manager re-allocation of duties: (See attached Progress update) This was further discussed, HK due to finish in a week but said that she will see it through till Luce Bay has finished.

HK will do a calendar of items needed on a regular basis. MW suggested a diary to be kept in the shop to include renewal dates such as insurance, phone etc. It could also contain contact numbers of tradespeople such as plumber, electrician, heating engineers.

10 Board expenses: There were no expenses claimed.

11 AOB: There was no other business.

12 DONM: Thursday 8th November at Craignelder.