

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

**Thursday, 8<sup>th</sup> November 2018 7.30pm. Craignelder**

**1.Apologies:** There were no apologies

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

**Attending:** Lynsey Hogg, Helen Keron.

**3.Minutes of the last meeting 04.10.18:** Accepted. Proposed DS, seconded DB.

**4.Matters arising:** There were no matters arising not to be covered in the agenda.

**5.Report on Construction and Refurbishment:** HK reported that the flats are doing well. The radiators are currently going in and the flooring will be done in 2 weeks. It is still hoped that they will be ready by Nov. 29<sup>th</sup> including the completion certificate. Work has started on the tarmacking of the driveway and the boiler is in place. The washing machines are going in and the new outside notice board will be put up next week.

**6.Update on Capital Works Budget:** This has remained steady with little change. MB has subsequently on 14<sup>th</sup> November circulated Board members with an updated budget and background paper.

**7.Report of development and marketing of accommodation:** JM reported that Nigel from Discover Scotland has seen the flats and was very impressed. He will now send guidance and advice re: charges and other details. He advises that marketing could start soon with outside photos, a floor plan and “Coming soon”. JW reported that Ian Biggar will not charge for the photos and we will own them. We appreciate his support. LH reported that she had consulted a local resident who owns a self-catering cottage and uses Air B&B and has had no problems. Discover Scotland would deal with communications from Air B&B if we add that option – JM will check the commission situation.

## **8. Report on shop operations**

### Sales Report

Average gross weekly sales for five weeks to 4.11.18 = £4116

Wastage and discounts combined averages £100/ 2.4% per week for this period.

Average transaction value is £4.51 for this period.

LH reported that Izzy Ross completed her additional 3 month extension to her 6 month volunteering position on 07/11. She has asked whether she can continue in this role stating that it is greatly helping her work experience and she thoroughly enjoys it. As there has been no other interest in the post from the adverts put up in the shop it was agreed that Izzy should be given another 3 months.

Catrin Johns has applied for a regular volunteering position on a Friday 10-12. She will provide a support role in promotion and business development including window displays, recipe cards etc. rather than a customer-facing role. Her induction is on Friday 09/11.

EPOS and Sage integration is ongoing and LH is having to use extra hours due to this.

Shop sign: EC and LH reported on progress, it is proposed to have wording only on the main board which will fit above the door between the drain pipes. It will be pale grey made of wood with aluminium lettering. MW suggested that a more durable material in wood effect might be better – this is to be investigated. Luce Bay also to be asked for a quote. There will also be a smaller hanging sign with the logo on.

Shop Tasting Evening: this will be on December 6<sup>th</sup> from 5 to 7 p.m. (the same week as last year). There will also be an opportunity for preview of the S/C Accommodation.

Cleaners: two have been interviewed and more are due to be interviewed next week.

DS said that the shop figures were looking very good with little seasonal drop, all feedback has been good and the range and look of the shop is amazing. LH was asked to feed back the Board's appreciation to the staff.

**9. Report on HMRC:** NGCE is undergoing an HMRC audit with regard to VAT repayments which have been exceptional because of the refurbishment project. HK has already provided much background in a 90-minute interview and LH is providing further information relating to the retail operation. The Audit at this time is regarded as a positive development to provide HMRC with an understanding of our operations.

**10. Official Opening:** It was agreed by the Board that the Official Opening originally scheduled for 29th November should be postponed until the New Year and a date to be reconsidered at the next meeting.

**11.Date of AGM:** MB proposed that the Annual General Meeting for the year to 30<sup>th</sup> September 2018 should be held in New Galloway Town Hall at 7.30pm on Thursday 7<sup>th</sup> March 2019 and this was approved by the board.

**12.CEW Report:** The ladies' event – A Potluck Supper had been a great success with 48 present with excellent feedback. There were also some good ideas received.

CEW's next priority project is to get the oil buying group operational. 45 people are interested in joining the group. Establishing interest from the oil companies is proving challenging. It is proposed to run a six-month trial in order to get prices from the oil companies and test how it will work.

CEW will meet regularly with LING and CatStrand in order that all organisations work together.

**13.Board reorganisation:** MB thanked members for their ideas so far on the reorganisation of responsibilities following the completion of the Project Manager's contract. He will continue to work on this.

**14.Business Continuity Insurance:** MB reported that this is now set up.

**15.Audit committee:** HK used to set these meetings up. MW and DB will now organise a system for regular meetings and reporting to the Board.

**16.Notification of expenses claims:** There were no expenses claimed.

**17.AOCB** It was agreed to have a "Christmas evening" for all the staff and Board after the shop open evening on December 6<sup>th</sup>.

**18. DONM** Wednesday 28<sup>th</sup> November at 7.30 p.m.