

**New Galloway Community Enterprises Ltd
Management Committee Meeting Minutes
December 5th, 2018. 7.30 pm. At Dalgowan.**

- 1. Apologies:** Emma Curtis, Dawn Spernagel, Margaret Watson.
- 2. Present:** Mike Brown (Chair), Dave Briggs, Jean Marsden, Jon Nimmo, Christine Rankin, Joan Walker.
Attending: Helen Keron for Minutes 5 and 6 only.
- 3. Minutes of the Meeting of 08.11.18** (circulated): Approved. Proposed JM. Seconded JN.
- 4. Matters arising:** (not covered in agenda): There were no matters arising.
- 5. Report on Construction and Refurbishment:** MB referred to the latest report from MH on Dec. 7th
“Electrician is out today to wire up the heating and hot water control. Luce Bay’s plumber will finish their part tomorrow and the boiler man will then come on Wednesday. I will check on Wednesday or Thursday morning.”

It is hoped to have the completion inspection w/b 10th Dec. and then the final inspection with Luce Bay. The flats are almost done and looking good. It was agreed that the trial let will start on 20th Dec. providing all is clear with the completion inspection. A gate at the back is to be replaced.

The front flat will be called “Stroan” and the back flat “Skerrrow”.
- 6. Update on Capital Works Budget:** MB distributed latest figures and HK explained that the projected overspend had risen to £8.6K. This includes the retention element of £7.5K in the Luce Bay contract which will not fall due until the end of 2019. The projected Luce Bay contingency payment remains unchanged but the final figure will not be known until all work is completed.
- 7. Report on development & marketing of self-catering flats:**
 - 7.1 Contract with Discover Scotland:** This has been circulated and was agreed by the board. Further requirements for this are being collated and it is hoped to start with Discover Scotland in mid-January. Photos will be done as soon as all the final fittings are complete. A reduced price was agreed that the “trial let” from Dec. 20th to 27th in Skerrrow. The other prices recommended by Discover Scotland were agreed. Members cannot be given discounts. There is only one cleaner appointed so far, a reference is awaited from the other one.

7.2 Insurance: MB reported that he had received confirmation from our insurance brokers that our Public Liability insurance of £5million included the occupants of the self-catering flats.

8. Report on shop operations:

The average weekly gross sales for the period 5/11 to 25/11 were £4137
The figures are ahead of those projected for Year Two of the Business Plan.
Wastage and discounts combined averages £115/ 2.7% per week for this period.

Freezer breakdown on 15/11. Freezer still under warranty and guarantee and therefore repaired FOC. Stock loss of £130 cost. Insurance claim being submitted for this. New fridge freezer purchased for store to accommodate back stock in emergencies as old inherited fridge freezer no longer working. The old Ice cream freezer to be reviewed in time but is working at present.

Data entered to Cashflow Manager accountancy system for Oct 18 and part Nov 18.
Extra hours used to achieve this in week of 26/11.

EPOS – Bookers system to be checked out in the New Year.

Visit Scotland advisory visit booked for Thursday 6th Dec with LH and JM.

Shop sign. The signage company in Kirkcudbright, has confirmed that a wooden sign would last for 10 – 15 years if painted correctly. Design sent to EH to approve. MB will apply for planning permission for hanging sign. Awaiting quotes from joiner NDH Designs and Signet Signs Kirkcudbright.

Shop Open Evening on 6/12 with two suppliers making presentations: Co Co Company and Steilhead Cider.

Collection for Food Bank

A proposal has been received from the shop staff to put a box in place within the shop for food to be collected and donated to a local food bank. Following discussion with the Community Engagement Worker they propose collecting for the Helping Hands Food bank which is based at the Church of Life in Castle Douglas (although this is just a collection and distribution point and does not have connections to the church) This is the closest food bank to New Galloway and will therefore distribute the parcels across the Stewartry to those in need. The Board was also asked to consider the possibility of basing a food bank at the shop.

The Board unanimously approved the proposal to act as a collection point contributing supplies to the Castle Douglas Food Bank. This will be implemented immediately with Christmas-oriented donations.

However the Board wishes further consideration to be given to the setting up of a local food bank.

9. Post of Deputy Retail General Manager: Due to the large amount of work falling on LH and more expected when the flats are up and running it was proposed that a Deputy be appointed. It was that Andrea Smith, currently a part-time shop assistant, be offered this post. Andrea has served as de facto deputy for LH on a number of occasions. After some discussion it was agreed to offer Andrea Smith a contract as DRGM with effect from 1st January 2019.

10. Update on HMRC enquiries: Further to the report at the last meeting a considerable amount of information has been given to HMRC. Although no further correspondence has been received a VAT rebate has been received of £33,000. HK will check with Bell Ogilvey that this is in order without any paperwork from HMRC.

The Board noted thanks to HK, DS and LH for all their work having systems working in order to have all the necessary information for this.

11. CEW Report: The Board noted the great success of the Ladies' Pot Luck Supper. Also, the first delivery of the Group Oil and the CEW involvement of the successful Community St. Andrews Concert on Dec. 2nd.

12. Official Opening: It was agreed that this will be discussed at the next meeting and MW is asked to bring forward draft proposals. All Board Members are asked to consider the matter in the meantime.

13. Board Reorganisations:

13.1 Appointment of Secretary to New Galloway Community Enterprises Ltd. Margaret Watson, who has held this post since the inception of the Society, has asked to stand down and will be fulfilling other responsibilities for the Society. The Board accepted her resignation and has unanimously appointed Jon Nimmo to be Secretary with immediate effect.

13.2 Allocation of Board responsibilities

MB tabled a paper on the proposed new structure, which, although now taking shape is still a work in progress.

There are two elements to this paper. The section on Corporate Management addresses issues which are associated with the administration of a Community Benefit Society regardless of its core activities. The section on Operational Management addresses the particular purposes of NGCE and proposes four teams to address them: Property Management, Retail, Holiday Lettings and Community Engagement.

Underpinning the proposals are the principles that while the Board members are collectively responsible for the running of the Society,

- It is not necessary for everyone to be involved in all aspects of the work
- That the work should be shared across the Board membership

- That no individual Board member should be performing more than two significant tasks.

14. Notification of expenses claims: There were no claims of expenses.

15. AOB: No other business.

16. DoNM: Thursday 10th January at Dalgowan.