

New Galloway Community Enterprises Ltd Management Committee Meeting Minutes

Thursday, 10th January 2019 7.30pm. Dalgowan

1.Apologies: Joan Walker and Emma Curtis.

2.Present: Mike Brown (Chair), Dave Briggs, Jean Marsden, Jon Nimmo, Christine Rankin, Dawn Spernagel, Margaret Watson.

Attending in part : Lynsey Hogg, Helen Keron.

3.Minutes of the last meeting 05.12.18: Accepted subject to two typos. Proposed DS, seconded JN.

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

5 & 6. Report on Construction / Refurbishment and financial summary:

It was recorded that we have received Completion Certificates for both flats and the shop/laundry/boiler house.

HK provided detail on the various headings of the Capital Accounts and answered questions needing clarification. Latest figures show a small overspend of approx. 1.4% over BLF funding. Some £7K of this is covered by the retention arrangement and is not due to Luce Bay until November 2019. Given the scale of the project it was agreed this was an acceptable outcome and compared well with the general performance of capital works programmes. Extraordinary costs account for the majority of overspend including unanticipated drainage work, roof beam replacement and costs from the resulting delays, in particular increased rental to Kitty's Tearoom for temporary accommodation. As previously agreed, reserves can be accessed to allow completion of the fitting out of the flats to 4-star standard.

The Board agreed that given the fact that the shop is not in need of the full subsidy at present, this could be used and repaid when income from lets permit. DS will provide figures for future meetings so that spend / turnover can be monitored on a bi-monthly basis.

7.Report of development and marketing of accommodation:

JM reported that Ian Biggar will take promotional photographs of the flats for website and Discover Scotland at end of following week. [later - postponed to February].

LH is sourcing the provision of fire extinguishers and fire blankets. JM, DB and Marion Briggs had done a walk through to review outstanding contents required and this will be checked with the list HK has with a view to all items being in place prior to photography. JM will consult with HK around outstanding items.

MB has all the documentation that Discover Scotland need for the registration purposes. [Later: it was agreed to commission a professional Fire Risk Assessment to meet Discover Scotland's requirements]. HK will source a floorplan from Marc Hienklmann.

The separate Bank of Scotland account for the accommodation is now operational.

It was agreed that the garden needs a general tidy to be ready for future visitors. A work party will be sourced, hopefully from members, and JN will coordinate a session w/c 21/1/19. It was agreed a policy is needed with regards to visitors' dogs and dog poo in the garden. There was general discussion following the 'trial' occupation over the festive period. Useful lessons were noted.

MB suggested we should possibly consider naming the accommodation 'Loch Skerrow' and 'Loch Stroan' but after discussion it was agreed to keep them as 'Skerrow' and 'Stroan'. Photos of the two locations and a small description will be mounted within each of the units. Phil McMenemy (Laurieston photographer) will be approached by MB re pictures from stock for use in the flats.

CR will undertake risk assessments of both properties and the garden area.

LH has had to undertake much extra work in supervising the preparation of the flats. As agreed she has made time for this by employing shop assistants for extra hours to free her up from the shop floor. This cost is currently being borne by the retail account but once accommodation revenue is available this will be used to reimburse the retail account for accommodation expenditure. DS will provide the Board with regular updates.

DB is currently working on creating a list of emergency trades people who can be called upon. The preference would be to use original installers if that is possible. Dave to liaise with Jock (Luce Bay foreman) .

The Board would like to record their sincere thanks to LH and everyone who worked so hard to get the garden flat [Skerrow] ready for occupation in time before Christmas.

8.0 Report on Shop operations:

Sales Report 26/11/18 - 06/01/19

Ave gross weekly sales £4370

Wastage and discounts combined averages £121 per week. Average transaction value is £5.49 for this period. Business was particularly encouraging in the run-up to Christmas.

LH reported quotes from joiner and sign writer for new shop board. Board approved LH to spend max of £600 on this item. The proposed smaller sign to be suspended on a bracket over the pavement will require planning permission. Given the extra costs involved, this is deferred for the present.

LH needs short term support to allow her to reconcile and implement the Cash Flow Manager system. Board agreed funding for staffing will come from the currently under-used subsidy. After lengthy discussion on issues around current EPOS system it was agreed that aim is to replace this with a better system as soon as possible. LH to cost and come up with a plan/timeline.

LH reported there had been a very positive response from shoppers to the food bank box and two bags had been handed in at the Foodbank in Castle Douglas. She also commented that it is something that could run continually and it would be good if there was some way of requesting that support is given to Glenkens residents if that were possible. JN will talk to SR about future food bank participation.

It was agreed that surplus electrical items will be advertised in the shop.

It was confirmed that having taken advice from Accountants the cleaner is an 'employed' member of staff.

LH left the meeting.

In the absence of LH, the Board agreed she should be awarded a small bonus to reflect her extraordinary efforts in preparation of the units prior to occupation at Christmas.

9.0 CEW report

MW spoke to the report and answered any questions. She provided an update on recent activities and commended SR on her valiant and successful efforts in getting the oil purchasing scheme implemented. She has developed a very smooth-running operation and has had a number of communications of appreciation. MW confirmed that the aim is for this project to be handed over to a volunteer once it is up and running smoothly. MB will communicate this to members.

10.0 Official Opening :

After general discussion it was agreed that there would be a separate event for BL personnel sometime in wb 25th Feb [later - fixed for 26th Feb] Thereafter, at a date in May [Later fixed at Saturday 11th May] there will be a community celebration . BLF will also be invited to attend. MW will reinvigorate the small planning group.

11.0 Governance:

MB conveyed Christine's intention to stand down as of AGM on 7th March. He also explained the basis for periodic turnover of current Board members.

12.Notification of expenses claims: There were no expenses claimed.

13.AOCB : None

14. DONM : Mon 11th Feb at 7.30 p.m. at Craignelder.

AGM : 7th March