

New Galloway Community Enterprises Ltd
Management Committee Meeting Minutes
Monday, 11th February at 7.30 p.m.

1. Apologies: Christine Rankin and Dave Briggs.
2. Present - Mike Brown (Chair), Emma Curtis, Jean Marsden, Jon Nimmo, Dawn Spernagel, Joan Walker, Margaret Watson.
Attending – Helen Keron and Sam Rushton.
3. Minutes of the Meetings of 10.01.19 – Proposed by JM, seconded by JN.
4. Matters arising not covered in agenda - There were no matters arising not to be covered in the agenda.
5. Update on Construction and Refurbishment - It was reported that this is all going to plan.
6. Update on Capital Works Budget MB/HK – The capital budget is now nearing completion.
HK presented an updated Capital spreadsheet of which the following are the key points.
 - The original Luce Bay budget line including contingency had been £377K
 - Five Items (flooring, bathrooms, kitchens etc) had been taken off the Luce Bay contract and commissioned independently by NGCE securing a small saving in the process.
 - The final bill from Luce Bay has been received for £350.6k.
 - When the costs of the 'Five Items' are added this comes to a total spend on the budget line of £375k against the contingency total of £377k.
 - On the refurbishment itself we have come in £2K under 'Budget + contingency'.

The total over-spend for the project is £10k against the £711 budget, which derives chiefly from costs arising from the over-run due to complications on site. This includes:

- +£9k in extra professional fees - surveyor, architect, project manager. (Note that HK has been working on a voluntary basis since October 18)
 - +£16k in shop fitting (not included in original budget)
 - +£6k in costs associated with longer stay in Kitty's.
- = £31k gross over-spend**

Savings have been secured as follows:

- -10k in savings - volunteer effort on interior decor, garden work; allocation from shop budget; savings on Luce Bay and soft furnishing budgets.
- -£11k by removing electric van from budget and viring allocation to construction (with BLF agreement)

= £21k gross savings

= £10k net over-spend.

It was noted that the project is finishing very close to budget with only a few items to be purchased. The overspend of £10k is just 1.3%

Thanks of the board were expressed to HK for working on a voluntary basis since October 2018.

The target of a working reserve of £30k was confirmed. A Maintenance budget will also be worked out shortly looking at annual outgoings.

Luce Bay final payment of £8.7K is due in November 2019.

7. Financial report – DS presented a Financial Summary and explained various points. She said that it gives a long term view but the bank balance is not truly representative due to some bills still to be paid. She suggested that the shop year 1 subsidy could go to cover the costs of using Kitty's during the re-furbishments.

It was explained that it is difficult to increase the mark up unless higher margin goods are stocked e.g. toys, gifts etc. The margin figures are complicated and would be higher due to less wastage as we currently report the daily margin including wastage and this decreases the daily overall margin.

DS will produce a Financial Summary for each Board meeting and will show monthly figures to give comparisons. The Board expressed their thanks to DS for this new system which made it easier to understand the financial situation.

8. Report on development & marketing of self-catering flats

8.1 Discover Scotland are working on preparation of publicity material and have given suggested prices to charge for Low, Mid, High and peak times ranging from £315 to £512 for Stroan and £342 to £546 for Skerrow.

Photos have been taken by Ian Biggar and will be taken to Discover Scotland this week.

Freezers still to be purchased for both flats as this is a requirement for 4 star properties. Various ideas for siting these were put forward and it was agreed to put the one for Stroan in the under-stairs cupboard and the one in Skerrow at the end of the worktop. EC withdrew from the meeting at this point. It was agreed to ask Nathan Harnett to quote for this as he had fitted the units. These will be ordered and fitted as soon as possible.

Laundry - It was agreed that residents of the flats would have free access at all times to the laundry and a key would be with their door key. Members of the community would have access during shop hours but allowing time for finishing their washing before the shop closes. A charge will be made per load. (costs for this to be investigated) with possibly a deposit to be charged for the key. JW will print out instructions for the machines and driers.

Wood Burner in Stroan – a small amount of wood or briquettes will be provided and more available for purchase at the shop – MW to organise this. A metal bucket with lid will be provided for the removal of ash. Instructions for lighting will be in the welcome brochure together with the other instruction books (oven, microwave etc.).

WiFi is now up and running in both flats.

Welcome hampers: the Board considered this to be important and recommends they should be of a value of £5 to £8. Contents will be left for LH to decide.

Parking for residents – it was agreed that Skerrow residents could use the area behind the shop at their own risk provided they do not at any time block the access for the Cross Keys.

Garden – as this is a work in progress no mention of its use for Stroan residents should be made at this stage. (see also item 11)

8.2. Report on Fire Risk Assessment. Discover Scotland required a Fire Risk Assessment report on the flats and a statement of the qualifications of the assessor. After consulting the Board by email it was agreed to commission Norman Davies, a registered fire risk assessor with the Institute of Fire Engineering. His report was received and has been acted upon, including the fitting of an additional smoke detector and the removal of fire extinguishers from the flats on the grounds that use by untrained people can be a hazard and a fire blanket is all that the regulations require.

9. Report on shop operations LH (Circulated)

Sales Report

Date	Gross Sales	Gross Margin	% margin
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07/01- 13/01	£4043	£787	22.2%
14/01-20/01	£3524	£740	23.5%
21/01-27/01	£3765	£758	22.7%
28/01-03/02	£3603	£776	21.5%

Wastage and discounts combined averages £121 per week

Average transaction value is £4.66 for this period.

Operations

Shop sign has been commissioned from Signet signs and NDH Joinery with deadline date of week beginning 25/02 in time for BLF visit.

Cashflow manager data entry task continuing. Data is entered until mid Dec. Data until end Jan to be entered and then will be up to date. LH to continue to use extra hours to complete this.

Local supplier The Little Bakery, Dumfries to supply rolls, bread and pies from 11/02 to shop every week day. This is welcome news.

Local supplier Kirkpatrick's from Haugh of Urr to supply jam, chutneys, tablet and shortbread. Awaiting first delivery week beginning 11/02/19.

Ecover refills sold very well with good customer feedback and we will continue to restock in next Green City delivery.

Catrin Johns is providing great support in her role as volunteer and had been integral in delivering unique window and merchandising ideas.

Izzy Ross has been expanding her volunteering role by learning new skills in cash handling, customer service and admin.

Self-Catering Accommodation

Visit Scotland grading visit TBC but all paperwork submitted- just waiting on date.

Handy man, Sam Cruickshank, to be booked to complete minor jobs. Mirrors to be fitted, house name signs to be attached, (Some items still to arrive).

Provisional booking for 15/02 for 10 days of Stroan based on WIFI being active in properties. Boosters to be fitted in both properties. Hoping for assistance from someone with expertise to do this. [Later - expert contacted through CatStrand]

Andrea Smith (deputy GRM) has investigated laundry operational procedures. Board to advise on preferred operational method and whether there is a budget for this.

New units fitted in laundry to house excess bedding and towels for Skerrow. Laundry is clean. A volunteer is required to produce operating instructions for all machines ready for laundry to be fully operational.

Luce Bay completed snagging list. There are a couple of minor painting touch ups to be completed. This could be completed in house.

The Board noted that the shop results are very good.

10. CEW report. SR discussed her report. She had met with support team to discuss current projects and had gathered statistics of CEW activities to date for Sue Vest to collate.

The board were very impressed with the success of the NG oil purchasing where on the third order almost 12,000 litres had been purchased at a discount rate of 7.5%.

SR provided an update for the LING meeting, attended the Celebratory events committee and school Parent Council meeting. She will continue to use any opportunity to create awareness and support community projects.

SR attended the Business Academy event

Health and wellbeing activities, Strictly New You (Active Sports) a 5 week course is planned with 36 women and girls registered.

Has met with JN to discuss Foodbank or distribution point project.

SR hopes to set up a NG digital diary that organisations and individuals can look at and add events to. Looking for advice and help with this.

11. Garden development. Five members of NGCE spent a morning clearing up the garden of rubbish and overgrown shrubbery leaving it ready for routine maintenance by our gardener. Sam Cruickshank has been commissioned to provide a simple fence to protect the drop in level. A shed is needed for storage, JN to investigate prices. Garden furniture will need to be purchased, EC said that this is at present on the "wish list" but will be investigated in the spring. It was noted that the fencing is not secure and this should be made plain to residents.

12. Arrangements for inspection visit by BLF – Tuesday 26th February. MB reported that Mark Hilton (Capital Manager) and Rachael McQueen (Funding Officer & Maternity Cover for Kirsty Wilson) of BLF are visiting the shop and accommodation for the completion inspection. They will arrive mid-morning and have been invited to stay for lunch. It was agreed to give them coffee and biscuits on arrival and they will meet MB, HK, LH, SR, JM and EC. Lunch will then be provided at Catstrand and be attended by as many Board members as are available.

13. AGM – 7th March. This will be in NG Upper Town Hall at 7.30. There will be drinks and light refreshments on arrival. DS will speak to LH about the shop providing this.

13.1 Preparation of accounts to 30th September 2018. It was agreed to ask HK to give any required explanations rather than have someone from the accountants present.

13.2 Decision on auditors – it was agreed to refer this to audit committee. The Board recommend that we don't have auditors as it isn't a requirement. MB and HK to discuss the accounts with the accountants before the AGM.

13.3 Board vacancy. CR has announced her intention to resign from the AGM due to other commitments so board members were asked to think about possible replacements.

UPDATE, since the meeting EC has also intimated her intention to stand down due to pressure of other responsibilities.

14. Celebration event 17th May – This is to be a celebration of the completion of the project of the shop and the flats which are now also finished. It is also to welcome newcomers to New Galloway and to extend the share offer. It will be a free event open to all. MW to arrange a date when the Town Hall is available. As it is planned as a family event it will start at 6pm and will be a BYOB event. UPDATE, due to the Town Hall being booked the date is now to be Saturday 11th May.

15. Notification of Expenses Claims. There were no claims of expenses.

16. AOB None.

17. DONM Monday 18th March at the home of DS.