

New Galloway Community Enterprises Ltd. Management Committee Meeting Minutes

Monday 18th March, 2019 7.30 pm at 15 Braeside, home of Dawn Spernagel

1. Apologies: None

2. Present: Mike Brown (Chair) Dave Briggs, Sheila Dressler, Wendy Leach, Jean Marsden, Jon Nimmo, Dawn Spernagel, Joan Walker, Margaret Watson.

Attending: Lynsey Hogg.

3. Welcome to new members: MB welcomed Sheila Dressler and Wendy Leach who had been elected to the Board at the AGM on March 7th 2019.
It was noted that SD resigned as a casual shop assistant on her appointment to the board.

4. Adoption of Board Minutes: Adoption of the minutes of the meeting on 11.02.19 was proposed by JM and seconded by JN. Adoption of the minutes of the meeting on 04.03.19 was proposed by DB and seconded by DS

4.1. Matters arising: There were no matters arising.

5. Appointment of office holders. (The constitution requires the Board to appoint from among its members a Chair, Vice-Chair, Treasurer and Company Secretary)

Chair: Mike Brown proposed by DS and seconded by WL

Vice Chair: Jean Marsden proposed by MB and seconded by JW

Treasurer: Dawn Spernagel proposed by MB and seconded by JM

Company Secretary: Jon Nimmo proposed by DS and seconded by JW

6. Big Lottery visit: Mark Hilton (Capital Manager) and Rachael MacQueen (Funding Manager) plus our original Funding Manager, Andy Normansell visited New Galloway on 26th February. They stayed for 2 hours, saw round the shop and flats and had lunch with Board members. A very complimentary letter was received from them a few days later. Board members who were present agreed to each make a donation of £5 each towards the cost of the lunch.

7. Treasurer's Report: DS presented a progress report and balance sheet (attached) She explained that the Capital account is now closed down. The CEW salary is shown on the accounts but is paid in full by the BLF. DS explained the Grants/Subsidies and progress are as set out in the business plan, also the goals.

The new format shows the subsidy and subsidy used, weekly average retail income and average mark up, accommodation income and bank balances.

The Board expressed its appreciation of the new format which gives a clearer overview of the financial position.

DS emphasised that there is a need to exercise caution until we build up income from the accommodation.

7.1 Creation of Budgets (Chair's Report) MB said that now that the focus of NGCE is on the provision of retail and letting services, the maintenance of property, and the provision of the community engagement service, he would like to propose that we develop

budgets to identify ongoing and future expenditure. This would include the allocation of general overheads, such as fuel, across our activities. It was agreed that this should be done in sub-groups – Property, DB. Retail, LH, JM and WL. Accommodation, LH, JM and JW. The CEW budget is self-contained. These will be brought to a future board meeting for approval.

Insurances are due in July, it was agreed that outside advice will be obtained.

8. Report on Letting Accommodation LH reported that the accommodation is now operational and there have been 2 bookings for Stroan and 5 for Skerrow. One of these is through Discover Scotland and the others via the shop. There will be a link on the Discover Scotland site to Airbnb. An A5 flier is at the printers and these will be put in the CatStrand, Smithy, Surgery and Natural Power in addition to the shop. The marketing system will continue to be monitored.

9. Report on Retail Business

Average gross weekly sales for five weeks to 10/03/19 = £3887

Margin range 23.7 to 25.3%

Wastage and discounts combined averages £104 per week.

Average transaction value is £4.60 for this period. LH explained that she has moved the wastage so that it doesn't now affect the daily sales margin.

Operations

The shop sign has been collected and will be put up by Nathan Harnett in the next couple of weeks.

Cashflow manager data entry task is continuing. Data is entered until mid-Dec. and efforts are being made to reduce the backlog.

Local supplier The Little Bakery, Dumfries has been supplying rolls, bread and pies every Mon. Wed. Thurs. Fri. and Sat. The regular delivery days have been very well received by customers and we will continue to build on this.

Andrea Smith has been training on banking, supplier payments, stock counts, purchase order receiving in her Deputy Manager role.

Eposnow have a "Bug" in the system which has been raised as a critical issue with their software developers.

The option of moving to a different system was discussed, Bookers system could be used with the same hardware as we have at present. This is to be investigated further and LH and JM will ask other users in the area for their experience.

It is planned to advertise for more casual staff.

The Laundry is ready for use and will be advertised in New Galloway and also the surrounding villages as there isn't another in the area. There will also be an advert in the next Glenkens Gazette.

Thanks were noted to LH for her hard work both on the shop matters and setting up the accommodation.

Visit Scotland are due to visit on March 27th to give an assessment for star rating.

10. Report on Community Engagement Worker

MW summarised the very comprehensive CEW report which gave details of SR's many meetings with different organisations within New Galloway. Also the increasingly successful oil purchasing group and a Pot Luck Supper attended by 63 people. Planning for health and wellbeing activities and involvement with the Glenkens Business Network planning a Food and Drink Month. Future priorities include an oil order on April 8th, Carer's Coffee and Chat identifying ways to engage older and isolated members of the community and

supporting the Flower Fairies and Galloway Green project with funding application. SR was congratulated on her work and particularly the very well attended Pot Luck Supper.

11. Property/Maintenance

There are some things which need to go on a “snagging” list including some grouting. DB will contact Luce Bay about these in co-operation with LH. He will keep record lists of these jobs. Some jobs such as putting up flat names are being done by Sam (handyman)

11.1 Garden

JN has looked into prices for a shed to store garden furniture and equipment. It was agreed that this could wait until later in the year when there is some income coming from the flats.

Garden furniture is required for 4* rating but as this is an expensive item it was proposed that in the first instance local members are asked if anyone has unwanted good quality items they would donate. Failing this, there could be a loan until some can be purchased.

12. Increase in National Minimum Wage

In April the National Minimum Wage rises from £7.83 per hour to £8.21, a rise of 4.9%. Our policy has been to pay the shop assistants the basic wage plus 2% which means they are currently paid £7.99 per hour. If we continue this policy the new rate will be £8.37. MB proposed that we affirm that we will continue to pay NMW + 2% to the shop assistants. Casual staff have until now been paid at the basic rate and it is proposed continue to do so. This was agreed by the Board.

13. Schedule of Board Meetings

MB said that it had always been intended to reduce the frequency of Board Meeting once construction was completed and suggested that this is a good time to discuss it. Different options were discussed and it was agreed to go to 6 weekly meetings with a review in the autumn. The next meeting will therefore be on Monday April 29th. Venue was also discussed and MW is going to investigate using the Fire Station.

14. Share Launch and Celebration event

It has already been agreed that we should launch a new share offer, hopefully at the event planned for May 11th in New Galloway Town Hall.

MB is working on a brochure for the new launch and will circulate it shortly.

A significant number of people have come into the community in the last two years and there are people among them supportive of the shop. Some local people did not buy shares for various reasons and may wish to do so now. There is also the opportunity to capitalise on the interest of holiday renters, other holiday makers and visitors.

MB said that he has been in touch with Community Shares Scotland who pointed out that we did not use all of our allocation last time and they would be open to an application for a modest sum to cover printing and launch costs. Since time is of the essence he submitted a proposal for a £650 grant and has heard informally they are likely to back some or all of it. It has to be approved by the Big Lottery.

The format for the event was discussed and various suggestions were put forward. MW proposed a “Pie and Beans” supper with sausages and vegetarian options, this was agreed. There will be entertainment from local entertainers. Promotion will start at the beginning of April.

15. Request to cancel membership

MB has received an email from a shareholder stating that he and his wife had never intended to be Members but while on holiday here had made a donation during the Share Launch in 2017. The Treasurer however holds a completed signed application for share

purchase from the couple. They were sent share certificates for their holdings in 2017. They are anxious about being shareholders but there is no suggestion that they want their money back, but simply want to be relieved of shareholder status. MB proposed that we thank them for their donation and withdraw their membership, on the basis that the application had been a misunderstanding. The proposal was approved by the Board.

16. AOB

In addition to the existing four sub-committees of the Board – Property, Retail, Accommodation and Community Engagement, it was agreed that we required someone to be responsible for publicity, including Facebook and potentially other social media. SD volunteered to undertake Facebook posting and this offer was accepted. Other options for providing publicity should be explored, including involving younger people.

17.DoNM

Monday 29th April at 7.30. If possible this will be in the Fire Station .