

New Galloway Community Enterprises Ltd
Minutes of Management Committee Meeting 29th April, 2019
Held at New Galloway Fire Station

1. Apologies: John Nimmo

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

3. Adoption of Minutes of Meeting of 18.03.19: Proposed, WL, Seconded by SD.

4. Matters arising: There were no matters arising.

5. Treasurer's Report: DS presented a progress report and balance sheet (attached). She explained that with the new system the sales averages are all up to date and that in future she will include gross profit. The shop balance is looking good and the accommodation deficit (incurred to meet set up costs) is reducing. Although the Community engagement Worker account is ring-fenced, some shared overheads will be paid from. the budget in to the shop account.

Retail Sales Report for period 11/3/19 to 21/4/19. Weekly average gross sales = £4370.
Gross margin percentage range: 24.9 - 26%

The Board expressed thanks to DS for the up-to-date figures and presentation.

5.a. Bookkeeper Role: MB stressed the importance keeping up to date with VAT, wages etc and that currently the General Retail Manager is spending a lot of time on the accounts. In addition, Bell Ogilvy are being paid to manage the payment of wages. The proposed post of Bookkeeper has been advertised and there have been three applications. The Board agreed to proceed with this proposal and the Audit, Finance & Risk Committee had agreed. However further advice will be taken to analyse the needs. JM & DB will look into clarifying the requirements and the suitability of the candidates. Meanwhile MB will contact the candidates to say the matter is still under consideration.

6. Share Launch Event: MW gave an outline of plans for the event initially planned for 11th May. Everyone will be invited to the shop at 5.50pm and they will then all be led up to the Town Hall by a piper. SR and MW have been organising performers to give casual entertainment. This is proving difficult due to other events in the area that weekend. After some discussion the Board agreed to postpone the event until June 15th, this will give more planning time and it is hoped that more performers will be available. MW will check out this date at either the Town Hall or CatStrand.

7. Community Engagement Worker's report: This had been circulated and the Board accepted it with thanks to Sam Rushton for the hard work she has done on this.

8. Property/ Maintenance: At present there are no issues to be discussed.

9. AOB:

9.a. D&G Council Design Awards: MB reported that these awards have been launched and there appear to be two categories in which our building could be entered. The Board to enter both categories. [Later - on the advice of our architectural consultant and because of shortage of time it has not been possible to do this.]

New Galloway Community Enterprises Ltd
Minutes of Management Committee Meeting 29th April, 2019
Held at New Galloway Fire Station

9.b. Insurance: MB reported that he has enlisted an outside expert to assist with the forthcoming review of our insurances.

10. **DoNM:** Monday 3rd June, New Galloway Fire Station