

**New Galloway Community Enterprises Ltd
Management Committee Meeting Minutes
Monday 3rd June, 2019, 7.30pm in New Galloway Fire Station.**

1. **Apologies:** Mike Brown
2. **Present:** Jean Marsden (Vice Chair), Dave Briggs, Sheila Dressler, Wendy Leach, Jon Nimmo, Dawn Spernagel, Joan Walker, Margaret Watson.
3. **Adoption of Minutes of the Meeting 29th April, 2019:** Proposed by SD seconded by WL
4. **Matters Arising:** WL is still investigating the Hygiene training and will liaise with LH. WL has put some maps of local walks in the self-catering accommodation. JW mentioned that there had been a plan to put framed ordinance survey maps in each flat, it was agreed that this would be a good addition but in the meantime some board members had folding maps that could be used.
5. **Retail Business report:**

Average weekly gross sales 22/4 to 26/5 = £4598. Gross margin range 24.7 to 27.3%

Wastage averages £46 per week

Average transaction value is £4.93 for this period.

Operations

Cashflow Manager cloud to change to Cashflow Manager non-cloud version from April 19 onwards as advised by accountant. Cashflow Manager Cloud thought to be Making Tax digital compliant, but accountant says it is not as compliant as first thought. Cashflow manager cloud is very slow and this will hopefully make the data entry task quicker too. Andrea Smith in training for Cashflow Manager. Booker forms for new EPOS system completed and ordered. Due to arrive 21/05 but has not arrived. Plan of action when dispatched;

- LH to set up back of house and train herself and staff all front of house and back of house procedures
- Entry of products into the system (Booker products entered automatically)
- Full stock count
- Till system goes live
- Cancel Epos subscription.

Promotional poster created by JW to advertise shop and stock / produce (with photos). Handed in to local holiday establishments eg. Galloway Activity Centre, Loch Ken caravan park
New Supplier Findlaters Fine Foods, Linlithgow – range of pate and coleslaw.
Schedule of delivery and ordering day produced to hand out to regular customers to encourage sales.

Izzy Ross regularly using the shop office to use Wifi to complete Council based funded administration course.

Self Catering Accommodation

We have had another 11 transactions for the laundry (21 in total) with excellent feedback about what a great facility it is to have in NG. There has been returning customers who use it regularly.

Specs of Stroan were updated on the Discover Scotland website to maximise bookings as discussed at meeting by JM, DS and JW. Special offer on from 27/05-08/06 of 15% off bookings for Stroan. No bookings as yet. Photos to be retaken by Ian Biggar to include recent soft furnishings to encourage future bookings. Bookings for Skerrow going very well considering first year.

Sam Cartwright has cut grass and done some basic garden work. He cannot commit to this regularly so will source gardener. Sam advises there may be Japanese Knotweed at back of garden. To be investigated.

Board decision: how do you want to proceed regarding garden maintenance? The idea of a community garden / volunteer project had been discussed at one point. Is this still under consideration?

Bike storage created in biomass boiler room. There are wall hooks available and drying racks. This area has been sectioned off separate from the biomass equipment.

Luce Bay returned and investigated drainage issues again and smell however this seems to now have resolved itself despite no further action.

Visit Scotland 4 star window stickers in place in Stroan however they do not have plaques currently in stock. These will arrive at later date John McCubbing has handed in a framed photograph he has taken of Stroan for use in the flats. This would need to be re-framed. Photo of Skerrow is on its way

The Board noted that the sales figures are good, particularly the week 20/5 to 26/5.
The new EPOS system still hasn't been delivered but is expected shortly.

- 6. Letting Accommodation report:** It was noted that the bookings for Stroan are still not as good as Skerrow. The discount wasn't put in place as soon as had been planned due to the drain problem so possibly some bookings were missed.
- Suggestions for the new photos included having the fire lit and lights on. The Board agreed to put the 15% offer on again with immediate effect until the end of July. **JM** will ask **LH** to contact Discover Scotland about the offer and **SD** will also put a piece about it on Facebook. **DB** suggested that the accommodation should be on Trip Advisor, this was agreed. **WL** offered to help **LH** with monitoring.
- The possibility of dividing the garden to give Stoan occupants access was again discussed and it was agreed to continue to monitor the situation for this season.
- MW** will deal with the Japanese Knotweed.

Garden Maintenance was discussed. DB suggested a young person who would be willing to cut the grass and do basic gardening. The Board agreed to this as it would help a young person but be a low wage, it would be paid out of petty cash. **SD** to check if casual labour is covered by the insurance.

JM suggested that we should get a bbq for Skerrow and that they are available from Wilko, this was agreed by the Board. Charcoal could be stocked in the shop. **MW** will purchase utensils from Aldi.

7. **CEW report:** This had been circulated and covers a number of projects. It was noted that help is required with distribution of leaflets and potential performers for the share launch. CEW has been approached about supply of wood which could be done in the same way as the oil purchase group. The Board agreed that this should be investigated further regarding quality etc.

Blackcraig Wind Farm Community Fund Grants. SR asked for the Board's views regarding CEW making funding requests for particular projects from this fund. For example match funding for flood lights, Glenkens Food Month or operational costs associated with delivering projects. The Board agreed to support such applications and **SD** will assist with funding applications.

It was also agreed that NGCE would not apply for other funding at this time but that it could be considered in the longer term.

8. **Treasurers report:** Circulated. DS reported that since the last meeting there has been no subsidy used and profit is going up which is good news. Although the accommodation is doing well a delivery of wood pellets has pushed the balance down. Income from the forthcoming relaunch of shares will be a big help.

9. **Chair's report:** Circulated.

The grant of £1120 from Community Shares Scotland (CSS) for the new Share Launch has been received to cover the launch and publications. It is in the Coop account and DS has ring-fenced it for the purpose.

The production of the Open Share Launch brochure and application form is underway and will be ready in good time for the 22nd.

CSS have recommended that we should not release the brochures until the formal launch on the 22nd

and that we should prepare a Q&A sheet for Board members and staff so that we all are able to explain why we are seeking to sell more shares. MB will circulate a draft for comment.

10. **Community Shares Scotland:** Given the general concern of Community Shares Scotland that Benefit Societies might accumulate unused capital, the Board has agreed that in the event of new income from the Open Share Offer reaching a total of £10K it will undertake a review of the progress of the Open Share Offer to ensure that the funds are being appropriately used in establishing reserves and fulfilling the Mission of NGCE. It will also consider whether the offer should remain open.

11. **Share Launch/Celebration event:** MW reported on plans to date. The event will be on June 22nd in New Galloway Town Hall from 6pm to 8.30pm. It will take the form of a supper with pies, baked potatoes, sausages and beans, with music and entertainment. BYOB, tea and coffee provided. It wont be a formal concert. Fliers and posters will be available from June 4th and Board members are asked to help with distribution and any suggestions for entertainment. MW and SR will request other help as needed. Formal invitations have gone out to the BLF and others. Newcomers to the area will also receive a personal invitation. Board members asked to inform MW and SR of any newcomers they know about.
12. **Property/Maintenance:** Bike racks have been put up and a gate to separate them in the boiler room. The drains have been looked at again and now appear to be satisfactory. One of the 3 water supplies has a meter, DB recommended that the others should also be metered, this was agreed and the matter is ongoing.
13. **Annual report to Financial Conduct Authority:** This has been submitted by JN.
14. **Credit card compliance:** NGCE is now compliant with the PCIDSS (Payment Card Industry Data Security Standard). This is compliant until 17.05.2020 and needs to be kept up to date to avoid being fined.
15. **Review of insurances:** This is being done prior to the renewal date of 14th July. The Chair will be consulting all relevant Board members and senior staff and obtaining external advice.
16. **DoNM:** Monday 29th July in New Galloway Fire Station.