

**New Galloway Community Enterprises Ltd
Management Committee Meeting MINUTES
Monday 29th July, 2019, 7.30pm in New Galloway Fire Station.**

1. **Apologies:** Margaret Watson
2. **Present:** Mike Brown (Chair) Dave Briggs, Sheila Dressler, Wendy Leach, Jean Marsden, Jon Nimmo, Dawn Spornagel, Joan Walker.
Attending – Sam Rushton.
3. **Adoption of Minutes of the Meeting 3rd June, 2019:** Proposed by SD, Seconded by DB.
4. **CEW report:** This had been circulated. SR gave some detail about the progress with the Food and Drink Month planned for September. This is involving a lot of work and SR is trying to simplify it where possible. The Calendar of events will be out at the beginning of August, the Festival will be on September 21st and board members agreed to help if required. Other initiatives are proving successful, particularly Exploring the Glenkens and Walking Football. SR is very busy but remains positive about progress. The Board thanked SR for all her work and agreed to support her as required.
5. **Treasurer's report:** DS presented very comprehensive spreadsheets showing progress to date :-
 - A) Shop and accommodation progress as set out in the Business plan. This showed grants / subsidies, business plan goals for years 1 and 2 completed and week 1 of year 3. Salary bill and accommodation balances.
 - B) Bank balances and funds
 - C) Running costs NG Community Shop
 - D) Running costs NG Community Accommodation
 - E) Viability for accommodation based on different levels of occupancy.
 - F) Weekly Takings and Gross Margin for years 2 and 3 to date.

Reports show that dependence on shop subsidy has been decreasing and shop takings and margins have remained ahead of Business Plan targets. Issues with VAT including reclaims on minor spends are being addressed. This continues to take up considerable time for the RGM and Treasurer.

Water meters are still not fitted and **DB** is looking into this. If we get occupancy figures DS can work out the split for water more accurately.

The Board expressed their thanks to DS for the detailed accounts and her explanations.

6. Retail Business report:

Operations.

A full shop stock-take was successfully performed on 7th July by shop staff. Mini stock takes will be taken in the next few weeks to ensure no discrepancies or manual errors were made at the time. All other stock management processes will be followed as usual.

The new Epos till system went live on 8th July. Staff report the new till system is fantastic and integrates fully with Booker's deliveries improving the accuracy of ordering and the intake of goods. Staff training has occurred, and LH will continue to monitor all till processes to ensure accuracy. A few processes have still to be put in place e.g. weighted products booking in and wastage reports.

The new Cashflow Manger desktop version has been set up and VAT return completed for NGCE Co-op, Shop and accommodation accounts for April – June.

Extra staffing was required to implement these changes including hours for training, stocktaking and setting up the new accountancy system set up. The increased wage bill for the period has been submitted to DS

Equipment

The store chest freezer inherited from JR Hopkins stopped working and a new chest freezer was purchased. This is now in place and working well.

Sales

The Catstrand are providing a range of fresh pre-packed rolls and sandwiches Mon – Saturday as previously requested. These are being well received by cyclists, visitors etc

New range of 4 wines from wholesaler The Bottle List due to demand and customer enquiries for 'better quality' wine.

New range of Eco products Faith in Nature of refillable shampoo and conditioner due to customer request.

Staffing

Shop staff appraisals are planned for week of 12/08.

Catrin Johnes (volunteer) is continuing to produce innovative window displays and suggest ideas for shop operations.

Izzy Ross (volunteer) using WiFi daily to complete computer learning course alongside the regular weekly volunteering shift.

WL said that she had been asked if the shop staff could have name badges, it was agreed that **JM** will discuss it with **LH**.

MB said that 14th August will be one year from the opening of the shop in the refurbished premises and suggested that there should be some form of celebration. It was agreed to have balloons outside the shop and a special cake to give customers a piece when they visit the shop. Catrin Johnes to be asked about making the cake.

6.1 Sponsorship: It has been agreed to sponsor the “Tractor pull” at the alternative games, vouchers and small prizes for this will be arranged by **MB** and **JM**.

7. Letting Accommodation report

Ecover ecological supplies are now being used in self-catering properties

Towels are now being cleaned in our laundry with assistance of shop staff helping to reduce external laundry costs

Gardener has cut hedges and cut grass of garden in Skerrow as this had not been maintained since the renovation.

Continued positive feedback in guest visitors book commenting on cleanliness of accommodation and admiring the community project in general.

Tripadvisor page set up via Discover Scotland for both properties however no reviews yet. Reviews will be sent directly to WL for comment

Airbnb page has been set up via Discover Scotland. A few positive reviews so far. LH replies direct to customers and Discover Scotland replies on the site. This has been the most used booking method so far.

The Laundry continues to receive regular custom being used on average 5 times per week.

Ian Biggar will retake photos of Stroan in mid-August when property vacant.

The report was received with thanks from the Board to LH and the Accommodation Group.

It was agreed that the old epos system should be sold and **DS** will do this on ebay.

The Board agreed to employ Rory Newberry for basic grass cutting with guidance and supervision initially from **DB**.

7.1 Web site for accommodation: WL reported on progress with the website for the accommodation. This is almost ready to go live with all suggestions so far having been addressed. Board members to look at it and give any comments and suggestions for a site name to WL. The cost of setting up the website is £100. The annual fee for the first year at a reduced rate will be £55 and this will be £85 in future years. The board expressed thanks to WL and Cameron Lindsay for setting this up.

8. **Staffing** : The Board reviewed the current remuneration arrangements

9. **Share Launch/Celebration event:**

NGCE celebrated the second anniversary of the shop opening and the award of a 4-Star rating to the accommodation business with an informal 'Pie and Baked Tattie' supper in New Galloway Town Hall. The whole community was invited to "Celebrate and Share". The event was used to launch a new Open Share offer to encourage newcomers and residents who were not already Members to join the Society. Over 80 residents and friends of New Galloway attended what proved to be a very enjoyable evening. A number of newcomers to the community attended. We are grateful to SR and MW for devising and planning the evening, the performers who entertained us, and the Board members and others who helped with the preparation of the hall and the catering on the night. We acknowledge a grant of £1100 from Community Shares Scotland to cover the costs of the event and the Share Offer brochure. Unfortunately the response to the Share Offer has been disappointing although the event was enjoyed by the many who attended. This was discussed and it was felt that perhaps it was too soon and that people couldn't or wouldn't see the need for another Share offer at this time. It was agreed to have a Facebook post encouraging residents and friends to support the offer, **SD** to do this.

10. **Property/Maintenance:** The drainage problem in Stroan is being addressed at Luce Bay's expense. The cause has been found and it will be sorted as soon as a permit is received to dig up the pavement.

10.1 **Insurance:** A review of our Insurance with Keegan & Pennykid has taken place. We are grateful to Tom Carlyle for his assistance in this. Routine administration of the Insurance has now been passed to the Property and Services group (DB & SD)

It was unanimously agreed by the Board in an email consultation not to take out Trustee Liability Insurance. Advice on this from Third Sector D&G was that it was vital to ensure good practice and avoid any charge of negligence, against which insurance would offer no protection. Their advice is to introduce measures to ensure compliance with all responsibilities. This includes a systematic rolling review of governance, ensuring that all policies are reviewed regularly and kept up to date and that Board members are aware of them. It was agreed that **MB & JN** would produce a plan for this at the next Meeting.

11. **Request for redemption of Share Holding:** We have received a request from the executors of the estate of the late Gene Pick (Member No 125) for the redemption of her Share Holding (value: £10). As the 3 year period required by our Rules has not elapsed it was agreed that we cannot pay this.

12. **AOB Discover Scotland signs:** JM reported that some signs for the accommodation have been received from Discover Scotland. The Board agreed that these could be used in a window display which could also advertise the new web site and the fliers, possibly for the week of the first anniversary of the reopening of the shop. After that they could go in the outside notice board.

JW reported that she had sourced framed maps centred on New Galloway for display in the accommodation. The Board agreed to the purchase of two framed maps at £64.99 each.

13. **DoNM Monday 30th September.** Provisional dates for the following 2 meetings –Monday 25th November, Monday 27th January.