

**New Galloway Community Enterprises Ltd
Management Committee Meeting MINUTES
Monday 30th September 2019, 7.30pm in New Galloway Fire Station.**

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. **Adoption of Minutes of the Meeting 29th July, 2019:** Proposed by SD, Seconded by WL

4. Treasurer's report

DS explained the enhanced comprehensive spreadsheets which had been previously circulated. These provide a clear explanation of our financial position.

- a) BLF Goals progress, Salary information, Bank Balances & Funds
- b) Running Costs for Community Shop, Weekly Sales including Takings and Margin
- c) Running Costs for Community Accommodation, Potential income & Viability

The revised format also clarifies the distinction between restricted and unrestricted funds. BL subsidy carried over is restricted while accommodation revenue is unrestricted.

DS pointed out that the Margins (i.e. profit) are the most important indicators for the shop and that at present they are over the 20% target (for the last two years they have been 22% and so far this year - 10 weeks in - are over 24% although that includes high sales holiday weeks.).

Our average weekly profit so far this year is over 20% higher than last year's. The other important item to note is that the Self-Catering Accommodation is in the Black. It had previously owed money to the shop account which had borne early accommodation costs before accommodation revenue was available. DS and LH explained that the higher wages in August were due to catch up on Cashflow manager and staff training.

It was noted that the Accommodation occupancy booked to the end of the year is good.

- 4.1 Use of Subsidy & Big Lottery Policy. The chair reported that, following questions from our BL Funding Manager regarding the underspend of the Year Two subsidy she had agreed that the underspend carried forward could be used to meet the retention payments owed to our contractor and architectural consultant in December 2019 and to offset increased staff costs for training and capacity building. It was agreed that current year business costs such as the Accountants' fees should be met from the shop account where possible rather than from unrestricted funds.
- 4.2 Preparation of Annual Accounts. Our financial year ended on 30th September 2019. Our Accountants, Bell Ogilvie, have requested the necessary information to prepare the accounts. It was recognised that this would place considerable demands on DS and LH. They will determine what BO will require of them and discuss this with the Chair. The Board agreed that extra support should be provided as required. DS will also consult with Helen Keron regarding the Capital costs element of the account
- 4.3 Share relaunch – MB reported that there had been little response to this. The public impression appears to be that the shop has been saved and is doing well as are our other activities and our need for further support - to build up capital reserves and to increase our support and skills base as a business has not been recognised. There has

been interest in the brochures but no more and it is likely newcomers see the shop as a good going concern with no urgent need for more money. MB will consult Community Shares Scotland on the situation and the Board are asked to consider future opportunities to promote the share offer.

5. Retail Business report

LH reported that weighted products are now being booked in and out on the new till.

The shop will attend the Catstrand Christmas Fayre on 23rd Nov. to showcase the Christmas Hampers. A small number will be available for purchase and orders taken. It will also promote the "Make your own" personal hampers. **MB** to produce some information leaflets about the hampers.

There will be a Christmas Tasting event at the shop on 12th Dec. from 5 – 7pm to showcase a range of locally produced fresh products. This will be a chance to taste and drink some of our Christmas goodies. New range from Fabby Cakes selling well. An exclusive new range of Professor Pods chilli sauces are being stocked. Some Christmas stock has been ordered for arrival end Oct to Nov.

Catrin Johnes has stepped aside from her volunteering role temporarily due to other commitments so shop window displays will move back to the shop team.

Apples will again be gathered from the community for Steilhead cider to produce locally made apple juice.

Training of Andrea Smith (deputy RGM) has started on new accountancy system, Cashflow Manager, Payroll submission, end of month reconciliations, paying of suppliers, new till system reports and all management processes. This has been done weekly throughout September.

Staff meetings will be held regularly from now, ideally one week after Board meetings to communicate any relevant points starting on October 7th.

LH and her staff were congratulated on the progress shown and on the financial results so far this year.

MB informed the Board that LH has accepted the offer to extend her contract.

- 5.1 Staffing support – Due to the busy time around Christmas it was agreed that a temporary job will be advertised for a 16-18 year old on a minimum wage. Hours to be allocated when most needed for shelf filling etc. and to be arranged by **LH** with assistance from **WL**.

6. Letting Accommodation report

Shop window displays during October will promote the self-catering accommodation and laundry.

Housekeepers will perform a seasonal deep clean at the beginning of Nov, when the properties are empty.

New photos of Stroan are to be taken.

Maps of New Galloway area are now in place in both flats.

Laundry average remains at 5 loads per week.

LH reported that it would be necessary for the gardener to do an autumn cut-back. It is also necessary to have a shed/container of some sort for the lawn mower. It was agreed that we cannot currently afford a wooden shed but agreed to purchase a small garden storage unit in the price range of £100 - £150.

LH suggested some personalised cards for the welcome hampers. A photo and/or logo with some shop details on one side and message on the other would be something guests could take home. **MB** to look into this.

LH mentioned some minor maintenance required to paintwork at door and stairs in Stroan. Sam Cartwright to be asked to do this.

[LH left the Meeting]

7. **CEW report**

Sam Rushton provided an interim report on the first ever September Food Month in the Glenkens which she devised and organised. It was agreed that the month had been a great success with many of the events sold out. It had not only promoted the food production of the area but strengthened the sense of community through varied events across the area. It was agreed that if possible SR's time over her normal hours would be invoiced to the Galloway Glens project, one of the funders.

In response to a request from SR, the Board agreed to support the interim cash flow to a maximum of £2500 as suppliers etc. need to be paid prior to the funders making final payments available.

Proceeds of the raffles and donations will be kept towards future similar events and **MW & SR** will provide an income and expenditure account from the month's events.

The Board expressed their thanks to SR for all her contributions and for putting NGCE to the fore at all the events. **MB** will send a letter of thanks on behalf of the Board to SR.

8. **Property/Services**

Luce Bay are expected in the next day or so to deal with the drainage problem which has been affecting Stroan and the shop.

Annual checks on the boiler, electrics etc. are all in hand and being organised by SD and DB.

9. **Audit Committee – Appointment of admin secretary. Future Schedule**

MB reported that **JW** had agreed to take this appointment to attend meetings, record minutes and notify dates. DB said that it was currently difficult to get the committee together due to holidays but as soon as possible a meeting would be held and a plan made for regular meetings in future.

10. **Governance - Rolling review**

Following the decision not to take up Trustee Indemnity Insurance and receiving advice on preventative measures and good governance it was agreed at the July 2019 meeting that a regular rolling programme reviewing policies was the best way forward. **JN** and **MB** are undertaking this and a review of our constitution and policies regarding Board Members will be undertaken at the November Meeting.

11. **AOB**

JW asked if the Board would give a donation to the NG Celebratory Events Committee towards printing costs for the Christmas Concert, this includes a brochure of all events in NG (including the shop tasting evening). JW and JM indicated a conflict of interest and abstained from the discussion. The Board agreed to donate £100 as in previous years towards publicising the programme.

12. **DoNM**

Monday 25th November.

Provisional dates for subsequent meeting – Monday 27th January. An extra meeting will be required in February to adopt the accounts and prepare for the AGM.

The Board agreed that the AGM will be held as usual on the first Thursday in March i.e. 5th March at 7.30 pm in the Town Hall. The Fire Station will be provisionally booked for Board meetings on Monday 30th March and Monday 18th May.