

**New Galloway Community Enterprises Ltd
Management Committee Meeting Minutes
Monday 16th March, 2020 at 7.30pm in New Galloway Fire Station.**

1. **Apologies:** Jon Nimmo
2. **Present:** : Mike Brown (Chair), Sheila Dressler, Simon Kennedy, Helen Keron, Wendy Leach, Maybelle Thomson, Joan Walker, Margaret Watson.
3. **Attending:** Dawn Spernagel (outgoing treasurer)
4. **Welcome to new members:** MB welcomed the new members of the Board and explained that a lot more information can be accessed on Dropbox.
5. **Adoption of Minutes of the Meeting of 3rd February 2020** proposed by WL, seconded by SD **the meeting of 2nd March 2020** proposed by SD and seconded by MB
6. **Matters arising:** There were no matters arising.

7. Appointment of Chair, Vice Chair, Treasurer and Secretary:

Chair – Mike Brown proposed by MW, seconded by WL

Vice Chair – Margaret Watson proposed by MB, seconded by HK

Treasurer – Helen Keron proposed by JW, seconded by MB

Company Secretary – Jon Nimmo proposed by MW, seconded by WL

Minute Secretary – Joan Walker proposed by SD, seconded by HK

All the appointments were passed unanimously.

8. **Treasurers report:** DS gave an explanation of the accounts for the benefit of the new Board members and an update for all. There are 3 bank accounts, one with the Co-op and 2 with the Bank of Scotland one of which is for the shop and one for the self catering accommodation. She showed the breakdown of the Co-op account which includes the unspent BLF subsidy currently at £9000. Until it is clear how much of the subsidy is required in the current year it was agreed to delay commissioning the Independent Audit agreed by the AGM. CEW funds are also in the Co-op account. Unrestricted funds are at approx £9,000 of these £500 is kept for operational reserves, 60% for maintenance reserves and 40% for long term projects and emergencies.
The Self catering occupancy rates for Jan – March were 34%
DS recommended consideration should be given to the balance between continuing to use Discover Scotland as booking agents and the costs of using our own staff in the future. The Board agreed to this being investigated and **HK** will ask Discover Scotland for a breakdown of costs and the matter can be discussed further when the Board has more information.
It was formally agreed that until all the bank authority transfers are completed HK will use DS's log in details for banking with immediate effect.
Signatories for cheques were agreed to be HK, SK, MW and SD.
MB thanked DS for all her work as treasurer and for continuing to hand over to HK.
DS then left the meeting.

9. Receipt of Minute of Audit, Finance & Risk Committee: The minutes of the recent meeting of the AFR committee were circulated to the Board. It was agreed that the treasurer's report should be sent to the AFR committee after each meeting. Following the recommendation from the AFR committee it was also agreed that a Board member should be present at future stock-takings.

10. Retail Business and Letting Accommodation report: The report from AS had been circulated. The Green Week from February 24th had been a great success and had created a lot of publicity including an article in the Galloway News. The shop staff, in particular Jacqui Morton had put a lot of work into the event. Catrin Johnes prepared the windows and Izzy Ross helped with preparing the shop, these volunteers are a big asset to the shop. SD had put updates on Facebook daily with a competition which was entered by over 100 people. A new recycling scheme, Terracycle and the gravity food dispensers are now also set up.

There is now a permanent Foodbank collection point in the shop which is proving popular with customers.

Thanks were expressed by the Board to all who had helped to make the event a success.

The new members of staff are now lone working and have settled into their shop assistant roles well. AS is now the Personal Alcohol Licensee. Some extra hours have been worked due to training and green week.

Some measures have been put in place following the Coronavirus outbreak including hand gel and only staff handling loose food items.

The self catering accommodation continue to get steady bookings. There have not as yet been any cancellations due to the Coronavirus.

Coronavirus: As the full extent of this has been emerging in the last few days it was discussed and MB gave an update of plans in New Galloway so far.

The Community Council is leading on planning for this emergency working with NGCE, Sam Rushton the CEW and LING. They are following on the model from Dalry. MB had asked them to ensure that all necessary plans and structure are in place before publishing details to the community. The shop staff are being prepared and planning to take phone orders from 10am – 12noon. Card payment over the phone will be set up, **WL** will check on this. **SK** will look into the possibility of fliers being delivered by the PO and will discuss it with Ralph Spernagel Chair of the CC. Fliers and Posters are being prepared by the CC help group.

11. CEW report: Full report from Sam Rushton, CEW had been circulated to the Board. SR has had a full programme of events, projects and assistance to individuals and groups. The oil purchasing group continues to go well and plans are being made for the 2020 Glenkens Food Month. SR asked help from the Board to promote voting for the Participatory Budgeting Fund.

SR is having difficulty collating appropriate paperwork (Policies and Procedures) for CEW insurance and would like some help with this.

12. Property / Services report: A minor problem of damp behind the stove in Stroan has been reported to the Architect and is being monitored. **WL** will check if this has improved following drier weather.

MB reported that the wood pellet boiler required regular maintenance. This used to be done by Dave Briggs and MB. MB suggested that Kyle, one of the new members of shop staff would be interested in doing this and that he could have an extra hour's work per week to do it. This was agreed by the Board.

13. Establishment of sub-groups:

a. Appointments to sub-groups

Retail, Shop and accommodation – WL and MT with JW for accommodation
Property & Services – SK and SD
Community Engagement – MW and HK
Governance and Compliance – MB, JN and SD

b. Appointments to Audit, Finance & Risk Committee

The two non Board members Andrew Walker and Richard Nash were voted on by the AGM. MB will consult within the Board to bring forward the names of two Board members to serve on the committee.

14. Governance: Rolling review: Due to pressing business this matter was referred to the next meeting.

15. Community Relations: It was agreed that an Instagram account would be a useful tool. SD said that there is one in place but at the moment no one is using it. It was agreed that Kyle would be asked by **WL** if he used one and would be prepared to take over the updating of the shop account. SD is co-ordinating Facebook postings and Board members and staff are encouraged to submit suggestions for postings. It is being well received and is a very useful tool to communicate with the community. Sustainability in business – SD has been to several events and MB has helped other groups. MB went to a meeting of South Scotland Enterprises in Langholm where he gave a presentation about NGCE, this showed the NG shop as a good example.

16. AOB: Two items regarding the shop sign and generator were deferred to the next meeting.

MW said that due to the current situation with the developing Coronavirus epidemic the Board should be kept updated regularly by email. HK and SD will be proactive on Facebook and co-operate with WL, the CEW and the Community Council.

17. DoNM: Timing and frequency of meetings: Although this is normally every 2 months it was felt that under current circumstances a meeting should be arranged by Skype sooner. This was agreed for April 6th.