

Gorebridge Community Development Trust

Minutes Board Meeting 20.05.2019

In attendance: Dave Jackson (Secretary), Andrew Bathgate (Co-Chair), Hazel Thomson, Ann Dunn, Cath McGill

Apologies: Sean Hanlon, Robbie Laird, Gillian Cousins

Staff: DB, JC

Declaration of Interests: None

Membership: 1 new member, 202 members

Approval of Previous Minutes: DJ and HT

Topic: New Membership and Board Members	
Discussion	
<ul style="list-style-type: none"> Volunteers will be asked to become members. Gala day (Trust will be present) will offer an opportunity to recruit new members and/or board members. Cath McG and DB have identified to potential board members. Discussion took place to promote the Beacon and work of the trust to local businesses. Letter to be written and sent local business owners inviting them to use the Beacon 	
Action:	Completion:
<ul style="list-style-type: none"> DB to arrange a business morning DB to be sent letter to business owners 	

Topic: Community Engagement	
Discussion:	
<ul style="list-style-type: none"> Christmas lights not being funded, tree will be placed outside Beacon Trust attending Gala, staff permitting. DB to create eh23.org.uk on Facebook (Gorebridge Futures) Winterfest at the Beacon will coincide with the turning on of Xmas lights War Memorial – RL requested how much it will be to move, CMCG to take to CC Volunteers for Remembrance Day parade: DB to speak to Paul at Leisure centre Noted Stephen Birmingham has left communities team at council Jo to help coordinate time capsule at Hunter Square 	
Action:	Completion:
	<ul style="list-style-type: none"> Ongoing

Topic: Finance Update

Discussion:

- Profit and Loss were discussed from Beacon and main Trust activities
- New tenant moving in to last vacant room at Beacon – 2-year rental
- Programme of events: need to use less of our own resources.
- Table Top Sale – once every two months.
- Possibility of asking a cleaner to budget.
- JC to normalise rents through profit and loss.
- The hub club money bought a lawn mower and strimmer, outside furniture still to be purchased
- Look into the hub club money buying a defibrillator for the Beacon – there is an ongoing community discussion regarding this.
- Cycle charges - cycle charges we need to pay for the maintenance of electric

Action:
Completion:
Café Update
Discussion:

- KA 17.5 hrs, BW picks up rest.
- Café is staff resource heavy and is not sustainable.
- Volunteers.
- Café needs looked at from a community perspective (DB)
- Running café as an enterprise, must deliver on what community wants. Feedback forms have been useful in shaping this.
- Events in halls = busy café.
- Cost reductions must be made. Speak to KA on how this can be done.
- Coffee beans are too expensive.
- Planning events = more time and resources.
- DB to meet with BW to set KPI's and support and supervision for all staff.
- Beacon performance to be taken to board (BW) at next meeting.

Action
Completion
Topic: Volunteers
Discussion:

- We now have 45 active volunteers to care for/look after. Do we need to apply for a volunteer co-ordinator (funded), at this stage?
- Volunteer meals planned monthly.
- All volunteers must complete the full recruitment pack.

Action:
Completion:

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Topic: Trust/Beacon Update	
<p>Discussion:</p> <ul style="list-style-type: none"> • DB completing funding applications and requested support from board to get these completed (away from Beacon). DJ will organise cover. • Aware of electric bike funding and DB will investigate. • Partnership with LLE and PAVE: needs more structure and training element, DB will work with Alicia on this. To start again after the summer. • DWP – meeting planned for July. • Careers Cafes - to begin July • Attended and visited projects in Edinburgh re the Community Exchange Programme. • Dawn got lots of good ideas from there and a good org for mirroring what's happening there • Art Workshops/Classes: meeting held to deliver a community event in the school holidays. • Made in Midlothian brought forward, another group has created an event. Trust to support. • DB been asked to speak at DTAS conference in September in Cumbernauld • DB to plan move from 58: before moving, plan for heritage archive must be in place. • Shed is now useable. • Board asked for cover during the holiday months. • Beacon Licenses: a massive cost but needed. • Garden still in progress: asked gardener to complete by 1st June. • St David's Brass Band playing at Beacon on 1st June • Metal Planters/Community Garden/Station Adopters: Cath and Lorna working together on this. • DB to call Grow Wild re return of fund. 	
<p>Action:</p> <ul style="list-style-type: none"> • Send updated business plan to TJ • DB to check insurance for bike shed. 	<p>Completion:</p>

Topic: Station Project Update	
<p>Discussion:</p> <ul style="list-style-type: none"> • Board uncomfortable with ex-trustees' involvement. Letter to be drafted to MC. To be discussed next board meeting. • DJ updated on recent project/design team meeting. 	
<p>Action:</p>	<p>Completion:</p>

Date of next meeting: 19/06/2019 18:30 PM at The Beacon