

Minutes of Directors' meeting of 28th June 2023

Present: Jackie, Rob G, Rob H, Samantha, Lynn, Adele; **Apologies:**

Chair: Rob H

Minutes: Jackie

Item		Action
Minutes of meeting 21 st May and 14 th June 2023	Proposed Jackie, Rob seconded. Sam as chair to sign 21 st May, Rob G to sign 14 th June as Chair	
Matters arising	None	
Development proposals and EE management	<u>Disciplinary procedure</u> – Rob G suggests better to separate out employees, directors and members as the legislation / rules and procedures would differ between these. Offers to take over finalisation of this	Rob G
	<u>Appointment of officers:</u> Adele to be registered at company house as a director	Jackie
	<u>Insurance:</u> Sam following up with current insurer and trying to get quotes from alternative providers. Critical is to get quotes for rebuilding costs for the hall, museum and potentially the ferry shed as current policy has very high figures which is the key reason driving the very high premium. Discussion on options to get valuations. Agreed to follow-up on desktop valuation offered via NFU to confirm costs and details. Also turnover figures to be checked to ensure representative going forward (ie excluding Covid grants)	Sam
Hall	<u>Toilet repairs</u> – Site visit complete. Waiting for quote to be received. Replacement of like for like washhand basin taps expected to be unfeasible due to supply and cost factors.	Info
	<u>Kitchen:</u> Agreed a budget of £500 for a new commercial fridge. Broken one being removed Steel counter in the corner will need replacing if to be used for food prep. Temporary vinyl cover solution was checked and is not compliant.	Jackie Rob H Info
	<u>Sound and Light desk:</u> Wee kindly offered to start training for previously identified parties at the weekend	Info
	<u>Fire & Safety:</u> Potential to get annual fire extinguisher checks done locally. Might be able to offer this to holiday lets at the same time. To be confirmed PAT testing will be done inhouse, once training is completed Query raised on how the Fire exit via neighbouring property garden access is managed and documented. Document may be in office. To be checked. Gas cooker and BBQ gas safety checks completed	Lynn Jackie Info
Harbour	Feedback that honesty box is not very visible and visitors are not always aware of the need to pay. Better signage to be added	Rob H
	Discussion on pricing of ribs. Agreed to charge at the dinghy / utility boat rate if length of boat is consistent with this	Info
	Potential development opportunity if the harbour is dredged to	Info

	offer more mooring. Focus to remain currently on current assets. To be revisited later	
Arts	No progress on funding	Sam
Museum	931 visitors to date this year. Increase on 2019	
Stone Skimming	Merchandise is selling well	Info
	5 volunteers for the BBQ – will need food safety course. Local provider info to be given to Rob H	Lynn
	Risk assessment completed.	Info
	If using a gazebo for the BBQ it will need to have a fire rating. Query on whether current gazebos would be compliant. Checks to be done.	Info Rob G
	Tickets to be available online end of July	Info
	Poster advertising event to be posted in museum	Lynn
Treasurer's report	Bank balance as at 28/6/2023 £14,049	Info
	Accountant fees not yet paid	Info
	Responsibility for harbour fees invoicing agreed to be with Harbour Master	Rob H
Membership	Jackie still to reconcile members list with bank statement list of memberships paid	Jackie
Newsletter / website news	Stuart and Anne Fisher departing Adele as new director Thanks to Amanda for all her work looking after the hall diary, social media, fire checks and cleaning of the hall	Sam
AOB	Lynn suggests starting a Friends of the Museum option, with a charge in return for updates and newsletters. Fully supported. Hall diary moving to Sam Adele will join the Hall committee Lynn and Adel to take over social media	Info
	Sam to discuss Hall internet provision with Jess to understand current process and charges.	Sam
Date of next meeting	26 th July 5:30pm in the hall	Info