

Q Guild Management Meeting Wednesday 28th August 2013

Present: Brindon Addy (chair), Mark Turnbull, Sandy Crombie, Philip Cranston, Douglas Scott

The meeting interviewed Sandy Boyd and James Last for the position of Guild Manager. Ashok Patel did not show turn up.

The committee decided that Sandy Boyd was ideally qualified for the job and Brindon and Philip were charged with setting up a meeting with him to discuss engagement and terms. Package to be offered would be £40,000 per annum to be reviewed annually, own car to be used with fuel costs paid at 45p per mile up to 10000, then 25p per mile thereafter. This to be calculated by tax year. Guild Manager would be expected to obtain best value when committing to other expenses such as accommodation and meals (on overnight stays).

Perth Office to provide admin support but telephone and tablet / laptop as preferred to be supplied. There would be no pension provision.

Performance bonus to be considered dependent on budget, members satisfaction and other relevant results. (Douglas assumes that wage / PAYE service could be supplied by Guild accountants Condies).

Holiday 5 weeks, (Hours wording to be inserted) Termination of employment would be one month notice applicable to both parties.

For meeting with Sandy (hopefully Wed 4th September) Brindon would require Calendar of events and Sandy would be advised of dates for judging the Smithfield Awards at Glasgow College.

On appointment a letter would go firstly to Executive members followed up with letter to members and Corporate members. An induction plan would be discussed with Sandy with an expectation that he would visit the Perth Office early into his employment.

Other matters discussed:-

Annual Accounts for year ending December 2012

These were accepted by the Management Committee who were also presented with a budget update for 2013. The committee will be more comfortable with the accounts once the opening balances adjustments are applied as advised by accountants Condies.

Check memo of memorandum for company limited by guarantee. Members no longer include SFMTA and NFMFT.

Laura Bishop had suggested that Booths supermarkets might obtain training on display and presentation from the Guild but it was the committee's opinion that this would be "selling our souls". Proposal rejected.

Stock of Christmas brochures requires checked. If stock is low prices will be obtained for reprint.

Smithfield Awards

PR has still to be arranged. Philip and Douglas to agree brief and invite tenders from Robin Moule and Julie Fourcade (Brighton).

Personality for presentations requires agreement. Douglas to refer to file to obtain agency contact details. Nigella Lawson, Chris Evans would be choice but Ainsley Harriet through Gary Chadwick might be a first approach.

Guildsman will go to press at the end of the month. This is the final edition that SouterPR will be involved with. PR provision post Souter was not discussed but it was decided to discuss with the Guild Manager when in position how future Guildsmen would be compiled.

TAC draft story for publication was presented by Sandy and accepted.

HAS will perform hygiene only inspections for a fee of £285. Mystery shopper for quality standards has been considered but this may be able to be addressed by Guild Manager and certainly Pre inspection for quality should be covered by Guild Manager.

Rothbury Butchers sign to be removed. Report back to Executive.

Next Exec Meeting York on Wednesday 2nd October.