

Hallbankgate Hub Ltd.

First meeting of Management Committee Monday 20th April 2015

Lacy Thompson Hall 7.30pm

Agenda

1. Those Present: Janet Lambert, Sue Consterdine, John Foster, Edna Eagleton, Rose Foster, Steve Bowles (secretary), Robin Murray

2. Apologies. Linda Harmer-Jones, Duncan Sperry.

3. Election of Officers

Steve took the chair and invited nominations for the post of Chair. Steve proposed John, seconded by Sue. Agreed unanimously. John took the chair. Steve agreed to continue in the role of secretary. John proposed Sue as treasurer, seconded by Janet. This was agreed unanimously. John proposed Janet as vice-chair, seconded by Rose. Agreed.

4. Standing orders

John presented a paper with proposed standing orders and code of conduct. These were discussed and agreed with some amendments. Agreed content attached to these minutes.

5. Minutes of last meeting of the steering group (already circulated)

These were agreed with some amendments – that it was Robin not John who moved the vote to bid and that a process was agreed about how to form a management committee.

6. Matters arising

It was agreed that rather than the lengthy discussion, a summarised version would be placed on the website.

7. Treasurers Report

Income to date £2,234.08

Expenditure to date £1,234.99 (including outstanding cheque for £58.20)

Current balance £999.09

8. Bid progress and tactics

John informed us that we have an appointment with Scotmid in Edinburgh at 11.0 am on Friday 24<sup>th</sup> April. The issues of TUPE and of the importance of bidding for the entire freehold were discussed. Edna mentioned a company called Peninsula which may be able to help us with contract matters. They can send someone to speak to us free of charge. This offer to be pursued.

Robin outlined two possible approaches to Scotmid when we meet. We will know much more about any pitfalls after our meeting on Friday.

## 9. Forward Planning – developing an action plan

Robin had drawn up a list which was used to consider what we should be doing now to prepare for a successful bid:

- i. Buying the shop (and ferrying through the various legal and financial processes). Overseeing the legal aspects of the Farlam Parish Trust's first charge on the premises.
- ii. Updating the business plan and financial planning.
- iii. Accounting including establishing financial systems.
- iv. Fundraising (we need a further £80k in 7 weeks in addition to the £19k we have already – so this will need one or two people dedicated to it).
- v. Membership. Small group to go out with quasi prospectus/material.
- vi. Launching the shop: defining a policy for stocks and space/fixtures/equipment requirements, liaising with Scotmid over any purchase of stocks, sourcing, managing the start up and back up to new manager.
- vii. EPOS and operational data systems.
- viii. Transparency: presenting the operating and financial data in ways which members can understand.
- ix. Website and publicity.
- x. Staffing: appointment of new staff/volunteer recruitment/training.
- xi. Short term shop redesign.
- xii. Immediate building works (including road).
- xiii. Marketing, promotion, signage.
- xiv. Logistics (cash and carry, Brampton delivery/pick ups...).
- xv. Post Office.

Janet expressed concerns about membership – there may be some supporters not willing or able to buy a £20 share. It was thought that we may have a “Friends of the Hub” list which would be inclusive and not involve cost.

Rose and Edna had been in touch with Karen Bragg about post office service. The system currently used by Scotmid is no longer available. Karen had previously been told by Ray that we had decided not to get involved with PO local. Rose had identified a community shop in Worcestershire that used a different model and would investigate further. Robin stressed that we cannot afford to incur extra staffing costs to run a post office service.

It was agreed that the whole area of design fell into two camps – Physical layout of store, what to put where etc. and our image for notices, stationery, publicity and so on. Janet agreed to take a lead on the latter whilst it was hoped that David Jones, despite not wanting to be on the management committee, would provide guidance with the former.

An update to the business plan will be needed once negotiations with Scotmid have taken place so that fund-raising can take place as a matter of priority.

Steve agreed to investigate areas of possible grants and it was hoped that Duncan would also be able to support in this area.

In the future we would need some help with accountancy. Nenthead have a relationship with someone in West Cumbria who is able to help them without charge because he obtains finance on their behalf from third parties.

10. Draft share prospectus

This was looked at briefly but needs more work. Steve mentioned that Donna at Plunkett had also made suggestions. Robin and Steve to compare notes on this. A discussion followed about how a future business might operate including how a dividend might be paid to members based on a share of the profits and according to the amount spent by an individual in the shop. This could be recorded electronically using a card.

11. AOB

None

12. Date of next management committee meeting.

Monday 4<sup>th</sup> May. 7.30 in the Village Hall.