

Hallbankgate Hub

Minutes of Management Committee meeting Tuesday 3rd November 2015

7.30pm at **Wood House, HBG**

1. Those present

Janet Lambert, Rose Foster, David Jones, Steve Bowles

2. Apologies

Robin Murray, John Foster, Sue Consterdine, Duncan Sperry

3. Minutes of the last meeting (12th October)

These were agreed as correct.

4. Matters arising

Item 4. Janet felt that whilst the points were valid, we also need to take on board the reasons why members of the committee are “falling away”.

Item 5. John has identified a user-friendly file sharing mechanism which may be useful for exchanging/populating the CPA.

Item 14. David and Rose have met with Michael Bauer. Michael has produced a clint care document (tabled for filing) and he will be starting work on the issues.

Other items are included in the agenda.

5. Treasurer’s Report.

This had been circulated prior to the meeting.

6. Closure of TT’s of HBG Hub account.

Steve pointed out that there were no longer sufficient finds in that account, for example to pay the latest solicitor’s bill, and wondered if it should be closed and assets transferred. However, it was decided that some funds could be transferred if necessary but it was better to keep the account open for the present time as a separate account may be needed in the future.

7. Purchase of premises

Our solicitor has reported that Scotmid have considered the points suggested:

1. Your client (ie Scotmid) has confirmed that, whilst it was your client’s intention to exclude the cost of day to day maintenance of the building, there was no intention to exclude the cost of improvements that were undertaken out of choice, as opposed to necessity.
2. My client (HBG Hub) is willing to accept market value references, provided that the market value takes into account the fact that the property is subject to the terms of the overage deed. The overage provisions are not ‘one-shot’, but continue to affect the property and, as such, have an effect on the value of the property, which should be reflected in the valuation.

Point 2 is accepted by Scotmid but not point 1.

It was agreed unanimously to accept this and to ask that contracts be drawn up for signature as soon as possible. However, we will need a short interval between exchange and completion to inform utility companies and others of the date when we will take over responsibility for payment. BT to be advised that we wish to keep the phone line. It was agreed that we should wait until after exchange before asking Scotmid what they intend to do with I.T. equipment which is still in the store.

8. P2C grant offer

Robin had circulated some useful thought on the conditions of acceptance. These were useful. We may need to ask permission to vary some of the expenditure items – to be determined.

Steve Proposed (seconded Janet) that we formally accept the grant. Agreed unanimously.

Steve went through the “significant persons form”.

This requires up to four bank account signatories. At present we have only three. However, it was agreed that we should have an additional signatory. David Jones said he would be a signatory and this was agreed unanimously. Steve will contact Cumberland to obtain the relevant form.

Part C of the significant persons form asks for two named directors in addition to the account holders. Steve to check what to do with SIB.

9. Building and Refurb issues

David has met with someone who works on planning shop layouts for various companies. His opinion was that the existing shelving is still fit for purpose, as are the chillers (but not the freezers) We will definitely need a false ceiling and the flooring renewed (eg with modular units which can be moved). David has had no contact with Lee. We will contact Tim (architect) once we own the premises. Due to spiralling costs we may have to make do with some aspects/items.

10. Hub Logo

Janet tabled the ideas that Scott has been working on. A vote of thanks to Scott was agreed. These ideas were discussed at length. Janet will feed back the results of the discussion to Scott and bring ideas to a future meeting.

11. Share certificates

These had been waiting for a hub logo – which will still take some time. It was therefore agreed (proposed by Janet, seconded by Rose) to use the banner which Janet had previously designed and to issue certificates as soon as possible.

12. Post Office

Rose outlined her previous request to Karen Bragg and David Southall (contracts manager) with regard to restricted opening hours for the PO counter and that no named individual should have personal responsibility but rather it would be the management committee.

David has responded but these questions have not been answered. However, we are to proceed with our application with Karen. Rose will contact her again to ask for the weblink and she (and possibly Steve) will meet with Karen as necessary.

13. Staffing

Rose and David met with Michael Bauer. In addition to what we had previously commissioned, Rose asked for a checklist of what the management committee would need to do. Michael has given a name for someone who could help with payroll. We will also need business insurance and possibly directors' indemnity. These to be considered when we are getting quotes. We still hope to appoint two weeks prior to shop opening. Advert needs to be placed two months in advance of that. However, delays mean we are not yet in a position to do that.

14. HMRC

Steve had replied to the letter informing us we would not be entitled to SEIS tax relief. He had (on Plunkett advice) asked that EIS be considered along with SISR (Social Investment Tax Relief). EIS was refused as we would essentially be carrying on a pre-existing business and so would have needed five years of accounts. However, SISR was accepted. It gives investors 30% relief. We will need to fill in a compliance application; this cannot be done until we have been trading for four months and must then be done within two years.

16. AOB

None

16. Date of next meeting

Monday 16th November. 7.30 pm at 4 Coal Fell.

Meeting closed at 9.45 pm