

## Hallbankgate Hub

Minutes of Management Committee meeting Monday 12<sup>th</sup> October 2015

7.30pm at **Wood House, HBG**

**1. Those present:** John Foster, Rose Foster, David Jones, Duncan Sperry, Janet Lambert, Steve Bowles

**2. Apologies:** Robin Murray, Sue Consterdine, Angie Wareing

**3. Minutes of the last meeting (28<sup>th</sup> Sept.)** These were agreed with minor changes. There had been minor alterations to the minutes of 14<sup>th</sup> Sept. Our architect, Tim Brown, is from Ashton design.

### **4. Chair's remarks**

John reported that meetings were becoming difficult to chair. Discussions should be sufficient but focussed as there was a need for clear, crisp decisions. Rambling discussions were a problem – and time consuming. John was willing to step aside as chair; equally he was willing to continue if appropriate committee procedures applied. Requests for a period of informal (un-minuted) discussions could still be made). John proposed (seconded David) that formal procedures be adhered to. Agreed unanimously.

### **5. Matters arising from the minutes**

Tim (architect) has verbally agreed to work for us. A structural engineer will be needed once we own the premises and it is then that Tim will be able to proceed.

Rose has contacted Christian Judd to advise him that we have appointed Tim.

It is the Hub that officially appoints a quantity surveyor but it was agreed we ask our architect about who, again once ownership is established.

Critical Path Analysis (CPA) mechanism did not seem clear. Each “stakeholder” makes their own CPA. All CPAs feed into a master CPA as there will be inter-dependencies. At committee meetings “matters arising” should address progress or hold-ups. John will investigate a mechanism for bringing CPAs together.

Hub logo. No progress on this as Janet has been away. David felt discomfort at disregarding prize-winner's design. Janet reported that Scott has been taking this

into account. To be revisited next meeting once we have some designs to consider.

Communication. David tabled a list of ideas for us all to look at. It was agreed it is important to get back to the stage where the shop opening is anticipated.

## **6. Treasurer's report**

Sue had circulated this prior to the meeting. This was noted.

## **7. Purchase of premises**

Two contract documents from Scotmid's solicitors have been received – the purchase contract itself and the overage agreement. Our solicitor has not reported on these yet. The contract document at present incorrectly excluded the track and outside area. The overage agreement lists improvements in two parts: those that can and cannot be considered when assessing whether the Hub has added value to the property. It was felt that there were no real deal-breakers. It is good news that all documents from their side have been produced and we are able to proceed once the road issue is clarified. This is likely to be still two weeks off. Payment will be made via our solicitor's client account. We will need to pay in the £45k but will receive £10k back for the share purchase.

## **8. Grant applications**

Power to change – we have still not received a written offer

Prince's countryside fund – Our application for £30k was submitted on time – thanks recorded to Robin and Steve for all their work on this

East Fellside Partnership – Steve mentioned a new initiative from the North Pennines AONB. It was agreed to contact them to register our interest.

## **9. Share receipts and targets**

Steve had circulated a revised spread sheet showing receipts to October as well as Robin's suggestion that we extend our target to hopefully pay back the loan over time. This was accepted.

## **10. Refurbishment issues**

It will still be possible to carry out refurbishment without moving the Store house meter. Steve reported that Mark Glouchkoff may object if the water supply issue is not sorted. Agreed that we should discuss this with our architect.

## **11. Shop Manager(s)**

Sue had expressed an opinion about this to Steve. It was agreed that she could discuss these with the staffing sub-group.

## **12. Outside area.**

This should be considered later along with other design plans

## **13. Mal's van**

It had previously been agreed it was not practicable to operate a mini-shop from this as we do not have supply lines or manpower.

## **14. AOB**

Steve will write something for the November village news

David will be meeting with potential supplier and he has sent our business case proposal to Tim.

Rose and David have met with Michael Bauer; his work should cost in the £1100 - £1300 region (options 1-6 but not 7, plus conduct policy for volunteers)

## **15. Date and place of next meeting**

Tuesday 3<sup>rd</sup> November. 7.30 pm at Wood House

**Meeting closed at 9.00 pm ( to everyone's joy!)**