

Hallbankgate Hub Ltd.

Minutes of management committee Monday 30th November 2015.

7.30 pm at Wood House, Hallbankgate.

1. Those present. John Foster, Rose Foster, Janet Lambert, Duncan Sperry, Sue Consterdine, Mark Glouchkoff, Steve Bowles

2. Apologies. Robin Murray, Angie Wareing, David Jones

3. Co-option of new members. Steve proposed, seconded by Sue, that Mark Glouchkoff be co-opted onto the committee. Agreed unanimously.

4. Minutes of the last meeting. The substance of these was agreed; the points should have been numbered (Steve to rectify) and emphasis placed on actions required in future.

5. Matters arising.

(i) Purchase process. John tabled an updated draft of the previously circulated document he had produced to summarise the whole process and in particular the reasons decisions had been taken. Janet proposed, seconded by Sue, that the document be adopted and published as an appendix to the minutes. Janet will also put the land registry plan on the website so everyone can see what we own. Agreed unanimously. **ACTION: Janet** to publish document plus plan.

(ii) Publicity. There had been a very good article in the Cumberland news last week. Janet agreed to put on website. Mark said he could help with future scans of articles. **ACTION: Janet** to publish.

(iii) Social evening for volunteers Duncan is working towards Wednesday 16th December as a date for this, but does not yet know when he may have to be in USA. Broad format of the evening was discussed : drinks plus hot buffet, power point on a loop. Final arrangements to be confirmed. **ACTION Duncan** to confirm date, Steve to send invitations **ALL** to inform Steve of people to invite who will not be on volunteer lists. A budget of £100 was agreed.

(iv) CPA spreadsheet. This has not been populated apart from the staffing group. Whole committee need to have access and it will be an agenda item each meeting. **ACTION John** to invite Mark. **ALL** to accept John's invitation if not already done.

(v) Staffing – Michael Bauer has suggested we should have an accountant - this was agreed. **ACTION Duncan, Mark, David** to obtain quotes and determine accountant.

(vi) Insurance. We may need to have director insurance, **ACTION Rose** to let Steve know what we need, **Steve** to check and put in place with our broker

6. Treasurer's report (previously circulated)

This was noted – no issues, the first tranche of PtC grant has been received.

7. Premises issues, keys, plans. Scotmid have sent the keys they hold. This includes alarm fobs and safe keys. Tim (architect) has drawn up a base plan – he would like confirmation of exactly what we want him to do. There have been many versions and layouts considered but we need to finalise. Tim has said that his sense is that we want a very different feel to that of a supermarket, everyone agreed.

ACTION: Sue, David, Duncan and Janet to liaise with Tim. **Sue** to co-ordinate.

8. Grants and applications.

(i) Steve reported on his conversation with Charlotte Cassedanne of Power to Change. She had asked whether we had local celebrities who could be involved with publicity. Also whether we had any interesting volunteer stories about why people had become involved. They want to create a sort of online marketplace where free advice is available and we agreed to be part of that. We discussed cost over-runs and that possibility to vary what the grant was spent on, especially as in the end the premises purchase was after the grant offer. She said she would "put that to the team". Logos will be changing in January and we will get a new one to use. We went through the application process. I said that matching the grant was the hardest part for us and I wondered whether they might look at different funding models – apparently they are looking at "blended funding" – a mixture of grant and loan. Photos of the project will be useful.

(ii) Prince's countryside fund have asked for additional information, which has been sent and acknowledged.

(iii) Steve has also had more contact with Cumbria foundation to confirm our charitable aims.

9. Utilities. Two electricity suppliers, apart from Scottish Power, were possible – Good energy and Ecotricity. The former had slightly lower daily charge but higher KWh charge – based on the likely power needs we have gone with Ecotricity. An estimate of 15,000 KWH has been applied and a direct debit to reflect this instigated.

10. Insurance. Premium is in place. No additional charge for empty property, in fact slightly reduced due to there being no stock. We will need to check with them that the alarm we have is acceptable.

11. Share certificates. All shareholders have now received their certificate, mostly by email.

12. Stand in secretary. Nora Jackson was unable to do it as she has no computer or email. Sheila Marsh was not able to join the committee due to work commitments. Chris Lloyd was not keen but would give a definitive decision next week. Mark said he would ask Heather. Other suggestions were Sue Thomson and Lucy Bell. **ACTION Mark** to ask Heather, **Sue** to ask Lucy (if no from Heather), **Steve** to ask Sue (if necessary).

13. Business rates. A bill for £1646.56 has been received from Carlisle Council. Apparently the three month exemption for empty property has already been used up. Until we are operating we are not entitled to reliefs such as small business or retail. Steve has asked valuation office North West about becoming delisted – they will be sending an application but this is usually applied in very serious conditions. However meanwhile the Finance director at Carlisle City council has granted us exemption until we are open so there will be nothing to pay. They will be sending a form. **ACTION Steve** to complete form.

14. Mal's van. Steve reported that Mal had asked about this when acknowledging his share certificate and had taken Steve's reply as an affirmative. It was decided that we may want to purchase in the future, but this was not definite. If Mal can sell he should not hold on to it for us. Duncan reminded us that there are wider issues at stake; community outreach was a vital part of our business plan. **ACTION Steve** to inform Mal.

15. IT solution presentation from EPOS now. In David's absence this was deferred to the next meeting.

16. Employment solicitor's fees. Fees so far of £1332 plus VAT. Noted.

17. VAT registration. Steve has checked and found that we can voluntarily register at any time. Once registered then for services paid for in the previous six months we can reclaim VAT (for goods it is 4 years). It was agreed that we should register for VAT immediately, back dated if possible. **ACTION Sue** to register.

18. AOB Duncan suggested that we need to be more formal with regard to reporting and control, monitoring of expenditure. **ACTION Duncan** to analyse.

19. Date of next meeting. Monday 14th December at Peel House , HBG.

Meeting closed at 9.25 pm.