

**Hallbankgate Hub Management Committee**  
**Minutes of meeting on Monday 8<sup>th</sup> June 2015**

7.30 pm at Peel House, Hallbankgate

1. Those present: Janet Lambert (in the chair) David Jones, Rose Foster, Edna Eagleton, Duncan Sperry, Angie Wareing, Sue Consterdine, Steve Bowles

2. Apologies: John Foster, Robin Murray

3. Minutes of meeting on 1<sup>st</sup> June.

These were agreed as correct.

4. Matters arising

Email from Linda. Steve read out the complete text of an email received from Linda about the events of last week. Rose queried whether the minutes had reflected the gravity of the situation.

Linda H-J and Plunkett. As Linda had contacted Plunkett, Steve had also been in touch and he read out his email to Charlotte and Donna – positive replies had been received back.

5. Formal consideration of the Scotmid proposal including legal / conveyance. Scotmid had verbally accepted our suggestion of a purchase price of £35k plus £10k in Hallbankgate Hub shares. They require an embarrassment clause, as they believe the true value to be significantly in excess of £45k. The clause would be to the effect that if the property was sold within ten years to a third party then they would receive 50% of any excess above £45k. Whilst there was a feeling that no allowance was being made for our costs for repairs and refurbishment it was very important to maintain a good relationship with Scotmid, from whose help we may benefit in future. We are paying £35k cash and the premises are worth more than that. Their £10k shares is in effect an investment by them and, as such, will count towards match funding. We are also likely to want to retain the premises for longer than ten years. It was the feeling of the meeting that the bid team had done a good job. Steve Proposed, seconded by Rose, that this bid/offer be formally accepted. This was agreed unanimously.

It was recognised that we would need a solicitor in due course. None was yet agreed.

6. Publicity of the situation.

Scotmid had requested that publicity be put on hold until heads of terms had been agreed. It was felt, however, that we need to let the village know. Importantly we will need to issue a share prospectus in the very near future. John would mention this when speaking to Malcolm Brown at Scotmid. John would also be speaking to Cumberland News – to say that negotiations have been very positive and we hope to reach agreement very soon.

It was agreed that now is the time to put together a hub newsletter – issue 1 – as well as any notice in Village news.

7. Fund-raising – grants and share prospectus

Robin has worked incredibly hard in putting together our bid. A formal vote of thanks was agreed. When we tried to submit it last week we found that the process has been changed and it now involves an online application. He has therefore, over the weekend, incorporated his wording into the online form. The committee were asked for their comments on certain questions, which were considered in turn. Steve and Duncan would report back to Robin on this and Janet would look at the word count.

If we pass the first stage then additional documentation may be needed. This would include CVs of the management committee. It was agreed that rather than full CVs it would be better if all committee members put together 100 words outlining their main strengths and experience.

Sue suggested that we examine the possibility of a *Just giving* request. Janet to look at this. We will need to approach local businesses, especially potential suppliers, as well as individuals; this would be with a view to securing their investment in HBG Hub. It would be essential to make an appointment and speak to them armed with information and share prospectus. Everyone should think carefully so we come up with as extensive a list as possible.

Other grant-awarding bodies should also be approached. Steve showed a printout of the online form from Cumbria Foundation. It was agreed we should go ahead with this – Duncan to assist.

#### 8. Plunkett support / visit option

Steve explained that the time slot for funding of a group visit to an existing community shop had expired. It was agreed that individuals had already made some visits and that no further visits were necessary. We are eligible to apply to Plunkett for support. It was felt that this would be important once a manager had been appointed – Steve to complete the process.

#### 9. Building alterations

Sue had obtained the plans for a proposed refit when the store had been owned by Penrith. These were thought to be valuable – everyone took copies to study. A sub-group would consider the process: David, Edna, Sue and Angie.

Rose presented drawings of a possible re-route of the access. It was agreed that this could be looked at once the store was up and running; as it would involve change of access to the main road it was felt that it might be problematic.

#### 10. Operations

- Co-op premises – what do we want to keep from fixtures & fittings

- Stock purchasing

- Café plans

These aspects, and others, to be looked at by a sub-group of David, Edna, Sue and Angie.

#### 11. Interim arrangements - Village hall pop-up shop?

We recognised there was a need, which is in part being met by Mal taking orders and delivering twice a week. It was agreed that we have too much to do getting the shop running to also run a temporary facility.

#### 12. Mal's Van

It was agreed that we were not in a position to buy and run this now. We may well wish to buy once the shop is open. This is to be considered by the operations group.

#### 13. Staffing

Now that we have a prospect of opening a shop, attracting volunteers should hopefully be easier. A staffing committee of David, Edna, Sue and Rose would look at this as well as the advertising for and appointment of a manager. An action plan would be needed.

#### 14. AOB

Duncan had been approached by Karen of Post Office local. He would get back to her and confirm the present situation and say that we are keen to go ahead once the shop is in our possession.

15. Date of next meeting

This was fixed for Monday 22<sup>nd</sup> June. 7.30 pm at Peel House.

Meeting closed at 10.15pm