

## Hallbankgate Hub Ltd

Minutes of Management Committee meeting Monday 4 May 2015

Lacy Thompson Hall 7.30pm

### 1. Those Present

Janet Lambert, Rose Foster, Sue Consterdine, Edna Eagleton, Steve Bowles, John Foster

### 2. Apologies.

Robin Murray, Linda Harmer-Jones, Duncan Sperry

### 3. Minutes of the Management committee meeting 20<sup>th</sup> April (already circulated)

There were agreed.

### 4. Minutes of extraordinary meeting 25<sup>th</sup> April (already circulated)

These were agreed with amendments – in particular that the meeting had not agreed there should be no further negotiation with Scotmid, only that £40k was not acceptable.

### 5. Matters arising

All matters arising will come under agenda items for this meeting.

### 6. Treasurers Report

There have been no transactions since the last meeting – Bank balance £981.09 with £29 as petty cash. The whereabouts of any printed copies of the structural survey was discussed. Steve to check with David Hayward.

### 7. Staffing group report – attached with this agenda

Edna and Rose went through the report of the HR services which can be offered by Peninsula. Services would include all paperwork associated with employees or volunteers eg contracts, Staff handbooks, webinar training and insurance. Steve presented Linda's thoughts from her email. There was a general consensus that the features offered would be necessary but that further investigation of other providers was needed. Rose proposed seconded by Edna that we agree in principle that a service like this would be needed, but information on other providers should be bought to MC.. Vote carried unanimously.

The types of Post Office contract were considered. The Post Office 'Partnership' model, that we have now, is not an option. Karen Bragg (PO - Field Change Advisor) is pressing us on where we are – but even if/when we have a shop, the standard terms of a Post Office 'Local' model – a named responsible person and open whenever the shop is open – do not fit our requirements. Agreed that Steve would seek advice from Plunkett.

### 8. Plunkett membership

Steve has received an application form for us to complete for funded membership. They will invoice us for the membership fee. Agreed to complete form and enquire about procedures and any costs of obtaining advice.

### 9. Co-op shop premises bid – where are we now?

This item was actually considered before item 6. John explained the current position with regard to bidding with Scotmid. A letter offering £26k had been sent and receipt acknowledged. They were surprised at our lack of interest in leasing as they believe the terms are generous. We have tried to push them on what might be acceptable as a purchase price but without success.

The details of the lease option were considered but rejected unanimously – we would not be able to get the 13K from the Parish Trust, over 5 years we would have paid out 22k+ in rent yet own no equity.

We do still have concerns about the premises – work would be needed to get it up and running – this would also apply to any alternative.

Linda had expressed her feelings by email and Steve went through these.

John presented a report from Robin on funding – in particular a Big Lottery fund called Power to Change.. With this in prospect it was agreed we could up our bid slightly, although we had already ruled out £40k. Janet proposed, seconded by John, that we set a ceiling of £35k in the light of how much funding above the £26k maximum from the local community seemed likely to be available externally; the actual figure could be determined by the negotiating team. Robin will push forward with the P2C funding request

#### 10. Alternative shop options

John presented a comparison between leasing the present coop and renting a portakabin. Steve agreed to contact Carlisle planning department to discuss what would need to be done if we wanted a -portakabin or similar. It was agreed that we should ask David Jones if he will help us with regard to the operations side of the work to be done. If we do purchase the Coop then we need to prioritise certain refurbishments – Sue to talk to Lee Murray, to ask him to suggest the phasing of the work suggested in the structural survey and what he would recommend needed to be carried out before the shop opening.

If we do not get the premises then Janet will talk to Hamish to get his ideas on alternative buildings.

We need a plan for what happens on 1<sup>st</sup> June to try to meet the needs of those for whom travel to Brampton to shop is difficult– Sue will talk to Mal about how his mobile van might be used.

#### 11. Draft share prospectus and other fund-raising

It was agreed that this was a priority but that there wasn't time to discuss at the meeting – Robin, Duncan, Steve and possibly John to examine

#### 12. AOB

Janet expressed the view that the regent email barrage had been counter-productive. We need to be positive and act by consensus. This was agreed.

#### 13. Date of next management committee meeting.

This was fixed for next week – Monday 11<sup>th</sup> May. 7.30 in the hall kitchen.

Meeting closed at 9.45pm