

**Hallbankgate Hub Management Committee**  
**Minutes of meeting on Monday 22<sup>nd</sup> June 2015**

7.30pm at Peel House, Hallbankgate.

1. **Present** John Foster (chair), Sue Consterdine, David Jones, Duncan Sperry, Edna Eagleton, Rose Foster, Janet Lambert, Steve Bowles
2. **Apologies for absence** Robin Murray, Angie Wareing
3. **Minutes of meeting held on 8<sup>th</sup> June 2015:** Agreed with minor amendments
4. **Matters arising from the Minutes**
  - a. **Progress with ScotMid bid.** Duncan outlined the situation: Both sides wish to progress. They would like us to appoint a solicitor to draw up Heads of Terms – they need to have confidence in the process and that progress is being made. Although in essence the deal is £35k plus £10k shares, in practice it will be a purchase price of £45k and an investment by Scotmid of £10k in shares. An airlock, operated by a solicitor, would be needed for safety of both sides. The first solicitor approached could not seem to grasp this – Duncan will continue to search.
  - b. **Publicity.** There had been an article in the Cumberland news on 12<sup>th</sup> June. That had said we had agreed terms to purchase “as a going concern”. It was important in future publicity that it is the purchase of the premises that has been agreed.
  - c. **Grant bid and other fundraising.** The *Power to Change* application was submitted on 11<sup>th</sup> June – email confirmation was received; we should know this week when it will be considered. Other funding streams will be needed. Steve is in the process of completing an online application to Cumbria Foundation; it was agreed it was reasonable to request £7k, being 10% of the *Power to Change* request. Rose suggested we look at Esmee Fairbairn (Steve to do) and LEADER (Sue to look at).
  - d. **Plunkett support.** We are not yet ready to request a start-up bursary as expenditure figures are not yet known, e.g. for legal fees and printing. Practical support from Plunkett will be requested when we have manager(s) in place
  - e. **Mal’s van.** Mal understands that we would still like to be able to purchase but we are not yet in a position to do so.
  - f. **Post Office.** Karen is being kept up to date with progress.
5. **Treasurer’s report**

There have been no further transactions; we still have £1010, £29 as cash.
6. **Reports of sub-groups**
  - a. **Building alterations / refit / Operations.** This group has not yet met but will do so very soon. John will check with Scotmid regarding access to the premises.
  - b. **Staffing.** Some information regarding the manager’s role had been pre-circulated. We need to check the allocated figure in the business plan A paper on volunteering policy was tabled in draft form – Rose to send electronic copies to everyone and obtain feedback ASAP. All documents emanating from the Hub should have an identifiable logo or equivalent.
7. **Overall project planning**

John will be producing a note about this to be circulated in the near future.

8. **Share prospectus.** Steve had produced a new draft which was looked at in detail. Some suggested alterations were made. It was agreed that Steve and Janet could finalise. The proposed final version would be circulated for final comments before printing. It was agreed we would print 500 copies 3x A4 joined with separate or detachable application form. A printed reply envelope will also be inserted.

**9. Design team and Hub identity**

Janet has managed to gain the help of Scott Fretwell, Adam Moan and Beth Murray. These plus herself will make up a design team. This was agreed. The whereabouts of the winning artwork for logo design is not known. Rose will contact Jackie Williams to find out – this is an urgent matter as we need to have a recognisable identity.

10. **Hallbankgate Fête** It was agreed that we would have a stall here – to publicise progress and to distribute share prospectuses. Steve to book with Mandy. Steve, Edna and Sue to run on the day.

**11. Any other business**

Sue's daughter Kate is an accountant – she has volunteered her services. This was gratefully accepted.

Michael Bauer has been in touch with Edna. It was agreed that David will be his point of contact – David to get in touch.

Janet needs to know what can and cannot go on the website for public viewing – John to check with Scotmid with regard to the business plan. The share prospectus when completed will be posted on the site.

**12. Date and place of next meeting**

13. Monday 6<sup>th</sup> July 7.30 pm at Edna's house – 2 High Midgeholme cottages. Steve to request agenda items early next week.

Meeting closed at 9.45 pm.