

## Hallbankgate Hub Ltd.

### **Minutes of management committee Monday 28<sup>th</sup> September 2015.**

#### **7.30 pm at Peel House**

**1. Those present** John Foster, Rose Foster, Duncan Sperry, Janet Lambert, David Jones, Sue Consterdine, Robin Murray, Steve Bowles

**2. Apologies:** Angie Wareing, Edna Eagleton. Edna has also indicated her wish to step down from the committee although she is still willing to help.

**3. Minutes of last meeting (14<sup>th</sup> September).** These were agreed with minor changes.

**4. Matters arising.** David has not yet been able to produce anything on publicity but will circulate some ideas.

Meters. It was decided to defer this until we own the shop.

Press photo this is planned for once we take ownership – some shareholders have been identified.

Recruitment. David has spoken with Michael Bauer who went through the challenges and pitfalls of working with volunteers (who are not our employees). Terms and conditions need to be precise. Michael had produced a list of all the things he could do in the way of documents and also training. After discussion Duncan proposed (seconded by Robin) that we set a budget of £1200 to see what he would be able to do for that amount.

LEADER, Steve has looked into this but they have not yet launched their grant awards which will take place over a longer time frame.

#### **5. Treasurers report**

(circulated previously) With the additional application recently received we are now just a few hundred pound short of the £50,000 needed. It was agreed that if we reach that target by the end of September then that should feature in our publicity.

#### **6. Purchase of premises**

John explained that we think we have now reached an agreeable form of words for the side letter – proposed wording was tabled. It was proposed by Janet (seconded by Sue) that this be accepted with an important committee note.

The position now is that we are happy but we are waiting for Scotmid, and especially their solicitors, to be satisfied. Our solicitor has sent the final draft. It was agreed that Duncan will contact them within the next two days; it should be possible to formally acquire the premises within a week or so. He will keep us in the loop regarding developments.

#### **7. Project Manager**

#### **8. Architect**

Items 7 and 8 were considered together and at length once the other business had been completed as quickly as possible.

Following meetings with potential architects, two ( Tim Brown and Chris Judd) had submitted proposals of what they could offer with relevant costings. These were tabled. The third architect was Robin's brother Hubert who was visiting in an advisory capacity. Robin proposed (seconded by Rose) that we do need an architect. This was agreed. The design team recommended that Tim Brown of Ashton Design be appointed as our architect as he seemed to be more flexible and engaged with the issues. Agreed.

Janet presented another potential layout which she had produced after the architect visits. These were examined in detail but the absence of space for receiving goods meant it was not possible to come to a final conclusion. All architects had said that the plan does not come first – it is the project brief which determines the plan.

We need to agree on what we want to do in words which explain all aspects of the shop/hub functioning.

Critical Path Analysis (CPA) is essential to avoid delays. All the working groups need their own CPA which feed into a master CPA, and encouraged to add theirs to the one circulated on design and build.

A chain of accountability was proposed and agreed:

Committee (+Chair)— single client representative (committee member – Janet/David)—architect – contractor – sub contractors

Finance needs to be controlled. Agreed to appoint a quantity surveyor who would provide an estimate of costs.

Risk can be lessened with the use of a structural engineer. Agreed to appoint one. A risk register needs to be drawn up.

## **9. Hub Logo**

Scott has made some initial plans, but is hampered by a need to incorporate the winning design of the school competition. It was agreed that the competition design could be used for promotions, etc., but that the official logo need not incorporate them. Janet will let Scott know; with that obligation lifted it was hoped that a logo could be forthcoming soon as it was now urgently needed for the share certificates and other promotional material.

## **10. Power to change feedback**

Steve informed the committee that final questions had been answered and that Sophie has said she will let us know the result of the panel's decision as soon as possible after their meeting on 30<sup>th</sup> September.

## **11. Other grants**

Cumbria Foundation. All the additional information requested has been sent and receipt acknowledged. Ellen will present it to the grants panel in November.

Prince's countryside fund. Steve has worked on this online application but more work needs to be done. Robin's suggestion was adopted whereby we defer finally submitting the application until the following week as we would hopefully by then know the result of the PTC application; if that was not favourable then the amount requested could be raised.

## **12. Share Offer**

A recent late boost in share sales has meant we are near to covering our part to secure match funding from PTC. It was agreed that Steve would contact everyone on our email lists for a final push. Steve will write separately to all shareholders to thank them for their support and to explain the present situation, once we know the outcome from PTC. The question of extending the share offer was discussed. Robin explained that co-operatives were always open to new members and that we therefore should be the same. It was agreed that the remaining copies of the prospectus could still be used if required and that a note could be pinned to them explaining the position.

## **13. Parish Trust**

The matter of the Trust's first charge has been settled and the Trust are satisfied that our solicitor be charged with ensuring appropriate wording in the documents. Steve reported that he had told PTC that if necessary we could ask the Trust for a small further grant to secure our side of the match funding. However, it looks as though that will not be necessary as share sales were likely to be adequate.

## **14. AOB**

David reported that he has liaised with Blakemores, who are our favoured suppliers

Duncan informed us that he would soon be leaving for America but that he would be able to look through any figures perhaps once a week.

**Date of next meeting was fixed for Monday 12<sup>th</sup> October, 7.30 pm at Wood House, Hallbankgate**

**Meeting closed at 10.45 pm.**