

## Hallbankgate Hub Ltd.

### **Minutes of management committee Monday 16<sup>th</sup> November 2015.**

#### **7.30 pm at 4 Coal Fell.**

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

**2. Apologies:** None

#### **3. Minutes of the last meeting.**

These were agreed as correct

#### **4. Matters arising**

Once ownership of the premises is confirmed we can notify Tim (architect) to start work on plans. David to let Tim know once John has confirmed.

Duncan suggested that, for future clarity, it was important that we record the background reasoning explaining why things have been done in the way that they have been done. John agreed to put together a narrative summary. Once this has been done we can all think about what other information should be included.

#### **5. Treasurer's report** (previously circulated)

This was noted

#### **6. Premises purchase**

Janet and Steve signed the contract last week. There has been a slight delay on completion due to a conflict on Land title at the Land registry. They are fast-tracking and exchange/completion is imminent.

#### **7. Grants etc.**

Steve explained that the Cumbria Foundation application was still live – the advisory panel had forwarded it to the next meeting of trustees who meet in December.

No word yet from Prince's countryside fund

Sue said that she had had an email from Cumbria LEADER. Steve to investigate.

#### **8. CPA – spread sheet etc.**

John had emailed everyone about setting up a Gmail account to share/edit a joint spreadsheet. He outlined the process. Duncan thought in principle it could work – but HOW was crucial eg missing one target would have implications for others. It was agreed that all would populate it with relevant data by next meeting. Robin's concerns about using google were noted.

Target opening time was discussed. It was agreed that late May was likely to be the time that we were ready.

### **9. Post Office application (guidance previously circulated)**

The application process is online – it is not possible to obtain a printout until it has been completed. If we go ahead then two people need to be interviewed; they will need DBS clearance. The application would need to be done by 10<sup>th</sup> December. After discussion of advantages (footfall) and disadvantages (eg time, resources) it was proposed (John) and seconded (Janet) that a full PO local was not a priority at present and that we should not proceed. Agreed. Rose will inform Karen Bragg and ask about alternatives such as hosting a drop-in service.

### **10. Premises security Alarm payments/upkeep? Other shop keys 'floating around'?**

We only have one set of keys, but will need more. John to check with Adrian about other sets. In time locks will need to be changed – most likely in a new door. It was agreed the old antique safe could be kept as a feature. We are not aware of any alarm contract.

### **11. Insurance, Telephone line and utilities**

Steve reported that insurance was in place. There MAY be a slight additional daily charge whilst the premises were unoccupied, although as there was no stock at risk this may cancel out the increased risk on property. An option was available to reduce premium by £30 if a lower limit of £2 million was accepted (instead of £5 million). It was agreed not to do this.

Steve had contacted Scottish Power (the present suppliers) to inform them. Robin suggested we look at other suppliers. It was agreed that Steve would do this – Good energy, Ecotricity and Co-operative energy were suggested. It would be left to Steve to decide.

### **12. Project Manager**

It was agreed at a previous meeting that David and Janet would be joint PMs

### **13. Share certificates**

Steve presented an example certificate which had been previously agreed. The logo was not yet finalised, so the certificates will have the heading used for the website and the share offer. They have to be produced individually – some have been done some, Scotmid have theirs, others to be completed soon. Steve said he would send them out together with an update to shareholders and thanks for their support once ownership of the shop was confirmed.

### **14. VAT registration exemption/reduction?**

Steve queried whether VAT registration now may mean that we could claim back some VAT spent on fees so far and on future refurb expenses. Duncan agreed to investigate.

### **15. Removal of safe/s?**

It was agreed the old antique safe could be kept as a feature

## **16. Publicity, press, village news**

There had been an article in the news and Star last week which used HBG as an example of community shop process. Jenny Brown is away this week. Another reporter was “sniffing around” but John can say (honestly) that we have not yet completed and he will speak to Jenny on her return. The photo-opportunity will then be enacted.

David’s list of communication chances was considered again. Janet to investigate getting A frames and poster sized notices to display on them.

## **17. Stand-in secretary arrangements**

Possible suggestions were Nora Jackson, Chris Lloyd and Sheila Marsh. Sue will contact Nora and we will take it from there.

Janet will put an appeal on Facebook.

## **18. AOB**

Robin thought that as a committee we have been “fit for purpose” so far but we need to reflect on the form of our meetings, which are not convivial for many of those we want to involve in the next phase. We should try to open out and draw in other people. Duncan offered to host an open evening at his house in mid December.

## **19. Date and place of next management committee meeting.**

This was fixed for Monday 30<sup>th</sup> November, 7.30 pm at Wood House, HBG.

**Meeting closed at 9.40 pm**