

Hallbankgate Hub Ltd

Monday 25th January, 19:30 at Bank Hall

1. Those present: John Foster, Rose Foster, Sue Consterdine, Janet Lambert, Mark Glouchkoff

2. Apologies: Duncan Sperry, Robin Murray, David Jones, Steve Bowles

3. Minutes of last meeting: agreed subject to following amendments

4. Matters arising

JF – item 4 – directors insurance, SC has investigated with accountant – not necessary. Cost and we aren't directors. Can look at later

Register of keys from SC - MG, SC, JL (see list)

Prince's Trust Funding – in Cumberland News las week. Copy to be scanned in and put on Facebook by JL. **Action Janet**

Cumbria Foundation – considered on 19th Jan. Details as yet unavailable.

Asbestos – JF checked, there is a report as part of purchase documents, survey commissioned by Scotmid July 2013 – only the shop, no asbestos identified on site.

DJ has found the water meter, in the store room. Found it and read it, details sent to UU

5. Treasurer's report – previously circulated and noted. Report from SC regarding accountant. Potential for the HUB to be tax exempt but it must be registered, would be valid for five years. Accounts, taxation, advice when required and annual return for an annual fee. SC to discuss with DS and report at next meeting

6. Prince's Countryside Trust update

All had copy of grant agreement which we have to sign up to but some queries raised by JF with them which remain unanswered – phasing of the grant and potential for early payment and an insurance query. Public liability insurance query was raised. SC has details of the insurer and will query what is required above what we already have and costs – public liability and employment liability. Update to be provided and details given at next meeting. **Action Sue**

7. Refurbishment report/e-mail from David was noted – to be forwarded to all. Pest control issue to be notified to the Stoddart's by Rose. **Action Rose**

Builder. Lee Murray's figures noted. Tender issue discussed. Agreed that JF will approach two other local builders to see if they would be interested in putting forward a quote for the building work **Action John**

Skip – it was felt we might be able to manage without a skip using cars and trailers.
Date to be arranged if it can be done

8. Planning

E-mail from Tim, we will need planning for the café. It is not in an area of outstanding natural beauty. Rose reported that when she discussed with planning in April, we would not need planning if it was a shop with a café on the side. If the café reached 40/50% of the surface area, then change of use would be needed. On current phase 1 plans it would appear that planning not required, it may be required in phase 2. Clarification to be sought from Tim to check with the planning issue in relation to phase one only – the café area and the moving of the porch. **Action David and John**

9. Electrician report: Mark reported on the work done by Bob Lancaster on Sunday morning. The electrical cables running into the counter area have all been isolated and noted, with the lighting switches re-wired and a double socket moved to the wall. The panic alarm has been cut out of the counter and taped up – interfering with it is likely to trigger the alarm which is directly linked to the police.

One of the light switches doesn't work behind the counter, those that do operate the outer banks of lights. The middle bank of lights is switched on from the board in the middle/freezer room. There is an armoured cable running from the supply to the counter area. The cable is live leaving the supply inlet however it is not live at the counter. Bob informed Mark that he would not certify the electrics as they stand and recommended that whilst the shop is effectively a 'blank canvass' he would recommend a full re-wire. He said it did not look like it was required but would recommend it whilst the place was empty. Although the wiring looked messy he said there didn't appear to be any problems with it although he would not certify them now as there isn't an RCD (Residual Current Device) on the board.

He has done this work free of charge and has said that he is happy to quote for any electrical work once the plans are finalised. The company is run by his son now (Bob Lancaster & Son) but Bob still does some work and quotes.

10. Letters to neighbours – e-mail sent by Robin. Discussed. Agreed that a letter should go to the neighbouring owners. Some points in the letter were noted as potentially being changed and those with items to change to contact Robin. Tenants to be informed of the works after letter sent and reply from Hayley. MG to contact Hayley by phone to get address and informally discuss. Proposed – JF. Seconded – SC, all agree. **Action Mark**

11. Recycling bins. Discussed – agreed to contact Parish Council with a view to looking at an alternative site for the recycling bins. The clothing recycling bin requested to be moved. Proposed - JF, Seconded MG, all agree

12. Progress

From critical path analysis – three items under staffing due within three weeks, interview panel agreed, advert placed and closing date for applications. These to be deferred until opening date confirmed. IT and builder in hand with DJ and DS

13. AOB

Rose – letterhead and HUB logo should be included on letters. JL engaged in other projects and cannot look at for a month.

14. Date and place of next meeting

15th Feb at Bank Hall at 19:30 subject to confirmation – location subsequently amended to Wood House