

Hallbankgate Hub Ltd

Minutes of management committee meeting.

7.30 pm Monday 14th December 2015 at Peel House

1. Those present; John Foster, Rose Foster, David Jones, Duncan Sperry, Janet Lambert, Sue Consterdine, Mark Glouchkoff, Steve Bowles. Tim Brown also attended for part of the meeting.

2. Apologies: Robin Murray

3. Minutes of the last meeting : These were agreed

4. Matters arising: Purchase process document (5). **Action:John** agreed to make alterations to this so that it was suitable for publication on the website. Electricity(9) as from 14 December we will be supplied by Ecotricity. Stand-in secretary (12). None of those approached have accepted the role to be raised at the social evening on Wednesday. VAT registration (17). Sue has completed this – a VAT number was in today's post. A unanimous vote of thanks to Sue was agreed.

5. Treasurer's report. This had been circulated and was noted.

6. Operational analysis report from Duncan: The report had been compiled in stages since July. It looked at how Scotmid's (limited) data allowed us to see what was happening at the store and how the business was being run. The basic premise was to make the shop business more efficient and this profitable. Turnover is absolutely key – much more so than the amount stocked . A useful target might be to have £15k of stock with turnover 13 times per annum. An ambitious target could be to turnover each 14 days. There is obviously a relationship (negative correlation) between number of lines (greater customer choice) and turnover. Thus to increase turnover the number of lines must be reduced – but consultation with customers is vital. The manager will need to be proactive in ascertaining what is selling and what is not. Mark proposed , seconded by Sue, that the report be accepted as a good basis to start when stocking and once trading commences.

7. Presentation of design plans by Tim Brown

Tim, our architect, said that he had tried to use the ideas present in earlier plans we had made, together with the results of discussions. He presented detailed drawings and explained that the development could be in two phases – he talked us through each phase answering all questions. He emphasised that it was important to get all the building aspects correct now as it would be much more difficult to change ideas once work had started. There was a need to progress quickly. It was clear that there was general enthusiasm for the plans and Janet proposed seconded by Duncan that they be agreed as the plans for the development of the Hub This was agreed unanimously. Tim then left the plans with us.

8. Progress: Everyone now has access to the CPA. David had populated some aspects earlier in the day. Certain items were showing as red (overdue) Accountant not yet appointed;**Action Duncan** will talk to his accountant and **Action Sue** will also check with Katy. Director's insurance – **Action Steve** to check with Malcolm ward. PAYE it was decided this could wait – we don't need to worry until we

employ anyone and Sue is happy to administer the process. Registration with information commissioner, this is only necessary if CCTV is used – this is yet to be determined. Builder – now that we have plans work needs to start as soon as possible. It was felt we did not have the time, or skills, to project manage the whole process, we need a builder who is willing to do that. **Action Sue** will speak to Lee

9. EPOS . David explained that EPOS NOW was the company who were most interested in customising a system for our needs – but there were other companies out there. David proposed, seconded by Sue, that **Action David and Duncan** liaise to determine an EPOS system.

10. Land title: The small area (steps down at the back of our parking area) appears on our land registry title AND that of Greenside estate. Land registry had agreed to waive their fees; Jayne has offered to cap her fees to £150 if we wanted to sort it out. However, it was agreed that this was not worthwhile as we had very good relations with greenside and this would never be a problem. John will inform Jayne.

11. Post Office: Karen Bragg was pushing to get a date for starting the service – otherwise they might have to look elsewhere.. It was agreed that **Action Rose** would inform her that for safety reasons it would not be possible until refurbishment was completed and if they found another host then so be it.

12. Delivery van: Three possible levels of service were identified ie mobile shop (eg Mal's van) small delivery van or use of private (volunteer) cars. Steve had told Mal that we could not be certain of wanting his van. However, with further discussion it was agreed that a mobile shop option would not be advisable in the foreseeable future. **Action Steve** to let Mal know. Decision on whether we need to purchase a van can be deferred.

13. Social evening : Numbers look as though they will exceed 30. **Action Mark** will bring a “dish” in addition to Duncan's catering, he will also buy beer. **Nancy** is bringing some puddings. Transport is organised – one taxi run will be enough.

14. Land outside the shop : David Armstrong has now removed the temporary barriers – but it is important that we talk to him so that he is clear that whilst he has access rights he does not own any of the land. **Action Mark and Steve.**

15. AOB; John queried when we were incorporated and thus whether we needed to have an AGM soon. Our date was 10 April, our year finishes on 5th April so we need to have an AGM within seven months of 5th April 2016. Mark pointed out that getting an electrician to check safety in the shop before work can start may be difficult do to the flooding in Carlisle. **Action Mark** to ask his son, David, to speak to his boss.

16. Date of next meeting; Monday 4th January at Wood house, HBG

Meeting closed at 9.45 pm