

Hallbankgate Hub Ltd

Monday 15th Feb 2016 Wood House

1. Those present: John Foster, Rose Foster, Mark Glouchkoff, David, Duncan
2. Apologies: Robin, Steve, Sue, Janet
3. Minutes of last meeting: accepted apart from amendments to previous minutes, (to be done)
4. Matters arising
 - a. Cumbria Foundation – awarded £10,500 pending confirmation. JF chased it up yesterday, they think the letter of confirmation has gone to SB. Money is however in the bank account. Sue will confirm.
 - b. Accountant. Duncan thinks better off with large company given the price quoted of £750. Larger company more likely to have the breadth of knowledge required for Community Benefit Organisation. Duncan would like to meet with or discuss with AW & Co. **Action – Sue and Duncan to sort out appointing contracting AW&Co.**
 - c. Princes Countryside Trust. Agreed to amend the draft to allow us to do publicity as long as they are mentioned. Insurance not needed to be increased and will bring forward second tranche of pymt to 1st June rather than 1st August. Agreement signed by their trustee has arrived, needs signed off and returned.
 - d. Public liability – defer to next meeting
 - e. Other builders. JF not spoken yet, awaiting plans. Once plans received it will be taken forward. Defer until plans available without need for further meeting
 - f. Recycling bins. Sue had message from clerk the FPC has no jurisdiction regarding siting of bins. Letter to go to City Council, asking if Parish Hall car park viable. Rose has contacted them before and will pass detail to Sue to chase up
 - g. Photocopier – Scotmid have been informed and it's down to them to arrange removal
 - h. EPOS. Duncan and David have agreed for them to come out and present to them, two appts made so far both of which have had to be cancelled. Further appt to be arranged.
 - i. Vote of thanks to Stew Consterdine for assisting with removal of rubbish, MG proposed a pymt of £20 to Stew to cover petrol etc, seconded by Rose. **Action SUE – cheque to be issued**
5. Treasurer's report – noted. Employment solicitor to be paid.
6. Party Wall, see item 7

7. David reported from his progress note. Cost regarding the classification of different dwellings, unfortunately we may be bound by legislation and will have to pay.

Part Wall – agreement from all however letter from Hayley Jump accompanying the signed form. Some requirements from her as follows:

- Any repairs need be paid by us – fine
- Works, 8-5, Mon-Fri – agreed, with provision that Saturday morning work may be required
- 24hr notice to tenants – yes that's fine. Once we know the date we can inform them. Note through door, and letter on front door. Copy to Hayley
- Compensation if tenants leave due to works. We cannot entertain compensation for consequential loss and any works that are being done will enhance the area.

Hayley has asked for a reply by e-mail and JF will do so. **Action JF**

Building regs. Plans virtually ready and awaiting building regs. We can start internal works. Update from Bingham Yates hoped for in next few days. Not heard back on outline planning query – porch and change of use.

Post Office drop in service, Karen Bragg would like to have some input for the services required to have a drop-in Post Office - potentially look at old post office area. **Action – meeting to be arranged with Rose and sketch plans, full plans if available**

8. Meeting of shareholders. Cannot happen in the shop once building works begin. Agreed to hold it, but wait until SB returns to send out e-mails. This led on to a discussion on getting in more shareholders, and a second round of shareholder invitations. To be done in the Spring.

9. See other item points, already covered

10. Progress – Various items in the CPA need to be rescheduled relating to the building programme. **Action David**. Staffing matters and EPOS similarly need to be deferred. **Action Rose**. **CPA to be reviewed and kept up to date**

11. AOB

Driving out onto the road, visibility and access. Discussed and to be deferred to later meetings.

Three wheeler – it's gone from the car park

Branding. Agreed John will contact JL for proposals by next meeting, the alternative being that an outside agency be contacted.

12. Date and place of next meeting TBC pending plans, but meeting scheduled for 7th March. Venue to be confirmed