

Hallbankgate Hub Ltd

Monday 7th March 2016 at 4 Coalfell

1. Those present: Janet Lambert, Rose Foster, Mark Glouchkoff, David Jones, Duncan Sperry, Sue Consterdine, Robin Murray

2. Apologies: Steve Bowles, Angie Wearing, John Foster

3. Minutes of last meeting: agreed

4. Matters arising

a. accountant – still to be done. **Action Sue and Duncan**

b – CPA – will be done once opening date confirmed. Currently June 1st but likely to change; target date remains as of today. Discussion around opening date and employment of manager, CPA to be deferred until length of time required for building works confirmed/known. **Action Rose once dates provided**

c – discussion around expenses payments. It was agreed that expenses are offered if incurred in the conduct of business for the hub. Vote of thanks to Sue and Stew

d – public liability. Volunteers – are they covered under our current insurance once they're required e.g. decoration? Discussion around building works and volunteers and insurance. During building works involving builders, hard hat regulations will need to be enforced. Dave to liaise with Lee when volunteers able to go in. **Action Sue to check with insurer. Action David with Lee**

e – photocopier still to go

f – EPOS meeting to be 23rd or 24th March

5. Treasurers report. Solicitor paid, small amount will be due. Report accepted.

6. Planning application. Plans discussed – substantially revised as advice of architect is to go for both phase one and two together to avoid extra planning permission fees/architects fees. Also once planning application granted, once works commenced any future works can be done as and when required.

Conservatory – at this stage we drop it as it will impact on parking and the funding for it is an issue.

Discussion around phase one/phase two and Hub, 'not just a shop'. Focus is on opening the shop, once it's up and running with the café we can look at Hub space

Current staffing, kitchen and bathroom area; why not get the planning on that done now as well? Call it a Community Resource Area? Will save money on future planning application.

Plans to go back to Tim, with addition of Community Resource Area. Once completed to be sent to Janet for confirmation and put forward to planning. Proposed Mark, seconded Sue. All agreed

Action Sue - Payments to be made to Tim for the planning application

7. Refurbishment progress. Two electricians were in on Saturday to quote for stripping out of all electrics. Quotes to come in. What lighting is required for shop and what is required for the café? Janet to liaise with architect about incorporating into the plans. David has left message for Peter Kennedy Electrical to see if he wants to quote for the strip out as well. Once electrics out Lee will go in to strip out ceiling and floor. Authority delegated to David and Mark to review electric strip out quotes and instruct. Lee has a key to commence ceiling and floor as and when required. Lee is currently instructed to just strip the ceiling and floor at the first stage, (estimate to be provided) other builders will be asked if they're interested in providing a quote once full architects plans are available.

Estimates are to be provided at every stage before commencing any works.

Water supply – Sue completing forms for UU, wait for Steve to get back for business rates exemption and completion certificate proving ownership

8. Post Office Janet met with Karen and Darren, report distributed. Darren is postmaster at Scotby and will provide outreach service to various villages, potentially including us. Best option was existing Post Office area. He will need six power points and an internet connection. Harry coming on 29th March at 10:30 am to look at power needs. Electrician would be very helpful to be there. They pay for all of their connection needs and all PO requirements and will supply everything. Three hours a week service. Post office area can double up as managers area.

Electrician is unlikely to be available at that time as we don't have one instructed but we will have one available on the day.

9. **H&S** HSE requirement. We have to have an appointed H&S representative, the committee has a responsibility but someone has to be appointed for risk assessments etc. David reported that Michael Bauer has the same view. Robin suggested Plunkett. David suggested looking at the advice given by Michael Bauer – not finalised as yet, reviewed and sent back for comments. Final ones not received yet. **Action – Rose to contact Plunkett and Michael Bauer**

10. Power to Change Impact Assessment Robin reported as per his e-mail. They've appointed a consultant to look at all funding. He's been trying to get hold of Steve....Robin has had a long discussion with him. He lives in Greystoke. He'd not seen our application, Robin summarised and sent him a copy. All funders will want an impact assessment. Various matters. Footfall. He advised if we can assess if the same people making return visits or one-off visits – membership cards etc. He liked the survey. A log of the volunteers attending each day and the hours put in, who

have already put work in be assessed/estimated. Central log? Steve has the list of volunteers, to be populated with numbers and hours once Steve is back.

11. **Recycling point** Sue has called council, and clerk to parish. City council can relocate but need a location – parish council need to provide a suggestion. Parish Council meeting on 9th March, representative from the Hub should attend. **Action – Robin and Sue to keep under advisement and consider alternative locations. In the interim Sue to ask PC to defer to next meeting when Steve is back**

12. AOB

A Armstrong's problems with parking.

B – Duncan – budgets. Can't be done until building work estimated however is time is restricted until beginning of May. Duncan away from 25th March. Will still be available by e-mail. David has sent some plans and hopefully will have some estimate of costs shortly

Meeting finished at 22:00

Next meeting 21st March at Bank Hall at 7:30