

Hallbankgate Hub Ltd

Monday 21st March at Bank Hall

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

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

3. Minutes of last meeting: agreed subject to amendment of date and name. Regarding parking, need to check the Land Registry plans. Response agreed

4. Matters arising

a. Volunteers are not covered under the public liability during construction/works or when the shop opens. When opened, public liability will be available for paid employees only. Additional quote may be needed for insurance of employees.

Action – Steve to check with insurer

b. H&S – Rose has researched in-line, lots of material on HSE. Janet has spoken to Tim (Architect), we have to notify HSE of the commencement of works and appoint a member of the committee as H&S representative. Defer to next meeting. David will check into some of the details

c. Recycling point. Letter received from the Parish Council. We are in the process of checking with Greenside Estates about an alternative site. In any event once building work begins access to the bins will be restricted

d. Photocopier has gone

5. Treasurer's report. Breakdown of refurbishment expenditure to be included in future reports.

6. Planning application. Sign and dimensions, Janet will speak to Tim. Comments on the application from the public to be made by 8th April. Alcohol sales, agreed we may not necessarily use it to sell alcohol for consumption on site. Shouldn't affect planning application in any event. Fire certificate, pre-building visit required, once works done he will have to visit again. Costs estimated at £450. Should it have been part of the planning application? John will write to Tim querying the position.

7. The expenditure relating to the costs involved in the refurbishment was raised. Query raised regarding architects, the work being instructed to do and fees. Construction drawings were discussed. Construction engineers report still not seen.

7. Electrics – agreed to instruct Phil Short to remove all wiring, proposed David seconded Mark agreed by all. Agreed on the basis that three electricians were approached who visited to cost it, only one has submitted a quote. Visits done on 5th and 9th March.

Electrics to be taken out, ceiling stripped out and put back in with soundproofing panel, electrics to go in behind. Based on structural engineer's comments, no report received as yet. Floor covering – all needs to come up to check floorboards, we know some boards need to be replaced.

Soundproofing – should it only be done above Sue and Trevor?

Following the above it was raised that no costings have been put forward for any of the work apart from the removal of the electrics. It was proposed by John and seconded by Mark that **all** work be put on hold until such time as full costings are in place. Agreed

Structural engineer's report to be requested as a matter of urgency. **Action Janet**

Business rates exemption in relating to the water problems to be raised with Steve along with completion statement.

8. Policies. Prepared by Michael Bauer with Rose and David. Some concerns regarding various clauses raised by some members. Proposed we get advice from Plunkett on specific areas and any advice from them that is proposed to be taken up be run past Michael Bauer. Mission statement with policies to go to Plunkett, with concerns regarding ethos. Hopefully response from Plunkett by next meeting, if not defer until such time as response received. **Action Rose**

Further concerns regarding the policies to be put in writing to all members before the next meeting.

Thanks to David and Rose for all the work put into this.

9. AOB. David - Blakemore wholesale. Had presentation some months ago, theirs came across as positive. One of the major suppliers in the north, depots in Penrith and Hexham. We'd be involved in their promotions as well. Guarantor would be the Ltd company. Proposed David, seconded John. All agreed.

David – equipment budget, potential catering supplier wants to quote.

Sue – double door chiller available from Carol for £200. It's available if we want it

Janet – Hamish has expressed an interest in helping with the worktops and mobile shelving

Date and place of next meeting, 4th April 7:30 at Wood House