

## Hallbankgate Hub Ltd

Monday 4<sup>th</sup> April at Wood House

1. Those present: John Foster, Janet Lambert, Rose Foster, Mark Glouchkoff, David Jones, Steve Bowles
2. Apologies: Duncan Sperry, Robin Murray, Sue Consterdine
3. Minutes of last meeting: minor amendment employees/volunteers
4. Matters arising
  - a. Volunteer insurance. Steve will confirm
  - b. Recycling – nothing further in absence of Sue. **Action - Sue to chase up Greenside**
  - c. Blakemore Wholesale. We need to fill out or credit details, credit check will be required. Hub or named person – should be in the name of the Hub. **Action – Steve to look into the credit requirements on Blakemore, David will send details to Steve. David to check if first delivery COD**
5. Treasurers report noted and accepted.
6. Post Office. It was initially reported as being three hours, now is two hours per week initially, if the demand is there it may increase. Post Office insists on doing their own asbestos survey at their own expense, they want to do this on the 7<sup>th</sup> April. (Steve can attend am). **Action – Janet to email his number**

First task of Post Office is to visit on 12<sup>th</sup> April to do initial works for wiring. First three dates can be signed off OK, final two need to be delayed. Contract to be approved by committee before signing. **Action – Rose to check if any financial implication on signing and moving final two dates**
7. Policies and procedures relating to staffing. Rose set them out to Plunkett for comment, they were reluctant given that they were drafted by a solicitor. Robin has submitted a detailed note on the policies. Round table discussion on accepting Michael Bauer's advice and contract as is or to adapt it. Noted that monies have already been spent on getting these documents legally drafted. Amendment by Rose to the job description (Purpose of the role) approved by all. Addition of driving license on application as a desirable approved by all. Accept all documents as circulated with above amendments proposed by Rose, seconded David, all in favour bar Janet who wanted to go with Robin's submission.
8. HSE file. Steve in principle happy to be the named contact. All in favour for Steve to be appointed as HSE representative

9. Building sub-group is needed to make decisions on the works required. David, Janet and Mark were appointed. Mark reported the electrics have all been stripped today, barring the air-con units. Air-con units to be checked tomorrow. Lee and Aidan going in tomorrow to commence their work on the ceiling. Query regarding the structural engineer's comments on the shop – floor/ceiling/joists. Lintel detailing received. David will check with Lee tomorrow to see if the plans in the shop are sufficient. Architect feels that the plans are sufficient for Lee to do costings.

Engineers report should be received this week regarding the party walls. Invoice to be checked when received.

10. Refurb budget and control.

a. Works legally required

b. Works we need to attract customers and meet funding/grant requirements

c. What we'd like

David will speak to Lee tomorrow and see if an estimate of all works on the planning application can be provided. Once provided, sub group will bring this to the next meeting. Lee has a six week window to do work for us. If necessary, emergency meeting can be done.

11. Electrical – Phil Short appointed as electrician.

12. Staff doorway – cleared by Janet, it's access to the staff working area, not a full door.

13. EPOS - payment due up-front. The offer from EPOS was discussed. It was agreed to check another provider. **Action David – check with another provider what can be provided and ask EPOS to quote on one till point rather than two.**

14. Power to Change payment request. Steve reported that in the initial offer, the next tranche of money was due in March 2016. Power to Change have asked if we are ready to receive the next payment. We appear not have met the criteria for the second payment yet and Steve will contact them to defer it.

15. Spacious Place Launch – event in Lancaster we've been invited to. Nice offer but all members have too much on

16. HMRC registration. Defer to next meeting

17. Plunkett meeting at Clapham Shop, 14<sup>th</sup> May. Meeting to offer support to all users in the north – Clapham Village. Contact Rose if interested in going.

18. Meeting for all Shareholders. Agreed in principal - 21<sup>st</sup>/22<sup>nd</sup> May. Meeting of shareholders from 11, opened to the public after – from 12 for example. **Action**

**Steve to check with Village Hall for availability. If available, book and contact Ian to get it in the village news.**

19. Land Rover Bursary. Noted.

20. AOB

Newspaper publicity noted.

Next meeting 18<sup>th</sup> April, Wood House at 7:30