

## Hallbankgate Hub Ltd

Saturday 21<sup>st</sup> May at HBG Village Hall

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

2. Apologies: Angie Waring, Robin Murray

3. Minutes

4. Matters arising

a. Recycling – Removed to enable drainage work to be done by Lee. Steve wrote to City Council and asked for temporary removal, received letter on the day they went confirming they would be taken. Agreed to put up a sign notifying that removal is temporary only

b. Logos – some designs circulated, feedback to Janet please

c. Bingham Yates – survey fees substantially less - £1200 rather than £3000.

d. Budget – Duncan provided revised figures. Need electrics etc quotes – allocated £12k. £14K allocated to fixtures and fittings. £20k for initial stocking. Plumbing quote received. Remit decision to building committee, awaiting further quote. Use local tradesmen wherever possible.

5. Treasurer's report noted. Refurbishment costs to date. We have to demonstrate what we've spent so far to Power to Change. Duncan to contact P2C to discuss format of the report.

6. Protocol on refurbishment distributed for review, noted and accepted with amendment regarding insertion of quality. Proposed John, second Duncan. Accepted by all.

7. Letters to flats and adjacent properties. Letters from Bingham Yates should have been distributed detailing each flat's building faults from the survey. Secretary to send them out. Report to be circulated to all.

8. Build process. Lee no longer on site full time. We will have to project manage the other works required whilst Lee is not on site. Mark is chasing electrician and consequently the alarms agent. A further quote is being sought for plumbing work. All quotes for the above to be provided as a matter of urgency. Duncan has capacity to potentially project manage/coordinate the various aspects of the building work required until middle of June. All agreed.

Windows – not ordered as yet. Building group to arrange.

9. Fruits and Roots. Do we instruct them as supplier? They have other projects to manage. Agreed in principle that F&R supply, details to be agreed at a later date

10. Power to Change. Next drawdown due in June, referred to in matters arising – in hand.

11. Volunteer management – Rose has looked at Three Rings system, used by Plunkett and Samaritans. Pricing band depends on turnover and number of volunteers. Agreed in principle.

12. Manager training – course run by Plunkett. Two people, £191.40, it's on 21<sup>st</sup> June in Harrogate. John proposed, Duncan second, all agreed. Further proposed that it be put to someone outside of the group later today.

13. Asbestos report – having clarified it identifies there is no danger but a couple of places unable to check: the safe and electrics entry. Report states have to be handled appropriately. Noted that the surveyor only looked at the area they will be working in.

14. AOB

a. Duncan – volunteers and lists. Rose would like help with the recruitment process and personnel.

Janet is looking for a design group and has spoken to five people already, others welcome, looking for interior design, shopfitting, signage, whole design aspect.

Those who are prepared to work in the shop

PO require a survey to be completed. Information leaflets are available and people should be encouraged to take them – Duncan and Rose to discuss.

David – needs a shop floor design layout to look at product placement. Janet is working with Adam for interior drawings. Some equipment will be provided free if we use their products (Country Choice). Feedback required about items to be stocked – report to go out to all again.

15. Next meeting 6<sup>th</sup> June at Peel House.