

Hallbankgate Hub Ltd

Monday 6th June at Peel House

1. Those present: John Foster, Janet Lambert, Rose Foster, Mark Glouchkoff, David Jones, Sue Consterdine, Duncan Sperry, Robin Murray
2. Apologies: None
3. Minutes – to add attendees only (Steve and Sue). Janet wants to remove the word minor – agreed to remove and say ‘an amendment’
4. Matters arising
 - a. Sign is up
 - b. Logos – now remitted to committee, leave for now.
 - c. Letters to the flats – to go to Hayley. **Steve to action letters to Hayley**
 - d. Manager training – anyone else identified to go? Not as yet – Steve and Rose to go through the list of volunteers and identify
 - e. Protocol on refurb.
5. Treasurer’s report – noted and accepted
6. Building Progress – Duncan has done some work on this. Lots of work is ongoing, lot of effort going on. Duncan provided budget projections, comparison to 30th April benchmark. Speaking to P2C tomorrow. Duncan went through the figures provided.

Proposed that Duncan be given executive responsibility to deliver the plan to the committee on budget and on time, subject to bringing anything to committee that can’t be resolved through discussion.

Proposed Janet, seconded Sue. Carried unanimously.

David – UU, we now have a reference number. We won’t get any correspondence until 17th June, after this date a plan with details of supply and waste will be supplied by UU with how much they charge. Has impact on plumbing as we don’t know where the supply will come in.

Mark suggested that thought be given to opening the shop initially with the café to follow, particularly given the further delays from UU.

Discussed round the table, initial general consensus was to open as a whole, with café and shop together. However, the building group is to look into it and come up with an analysis of the pros and cons of opening shop first. Discussions to be had with Lee to see how feasible it is. Mark to provide report by next meeting. All to e-mail Mark with thoughts by Friday. Proposed Mark, seconded John, all agreed.

Action all – e-mails to Mark with views by Friday. Mark to provide report for next meeting

7. Shop/Café – food “offer”

David sent Adam a range of eqpmt to include in his specs, a T5 waterboiler, compact coffee machine and a grinder. Three tray standard counter oven in prep area for cooking pies/breads etc. A hot spot front counter machine, small display unit. Also create space for a panini machine and a soup kettle. May lead on to volunteers making soup at home and bringing it in as long as they're ticked off by HSE for food prep at home. Possibly a baked potato machine. Also hot wooden display units. Scot-mid sales of frozen goods was high and no freezer listed, so David has asked Adam to include freezer space.

8. Coffee

What do we want to do?

1 What type of coffee do we want?

A Quality full range - Compact machine, £3,400 including grinder, latte's Americano, cappuccino etc. Range of offers

B Cafetiere – need grinder again, hot water boiler

C Bean to cup pour and serve – hot water in the top, coffee into a pot, through a filter.

David recommended the quality full range, however, conscious of cost.

Discussed round the table including the issue of Fairtrade.

2. If Carvetti what pymt option and our agreement on eqpmt needs

Coffee machine

Grinder

Water boiler

Carvetti supply biodegradable coffee cups by the sleeve.

Nothing to be decided now, dependant upon budgetary issues.

9. VAT issues – accountant decided upon. Duncan met with AW, unimpressed. Brought up problems and said more costs if we wanted them resolved. Also met with Paul Brennock who came up with more answers in the hour – proposed to appoint Paul, by Duncan, seconded Steve, all agreed

10. Plunkett renewal. We've had out free year, now invited to renew for £200 plus VAT. Steve proposed continue, Rose seconded, all agreed

11. Memorabilia – Steve has e-mailed Jim Harper, may be some relevant pieces in Penrith. The former manager is still employed and has keys. Jim's going to speak to her and give an update as to what's there. If not, Steve will chase it up.

12. Design group – update given by Janet, two new members on board

13. Fixtures and fittings budget – see previous items

14 AOB

a. Prince's Countryside Fund, John had e-mail from them. Next grant instalment, report to be completed. **Steve and Robin to provide response.**

b. Blakemore. David has spoken to them, to be progressed.

c. EPOS equipment arrives end of July, we have a support manager who will provide 30 days of support once eqpmt is initiated. Volunteers will be needed to process all the lines we intend to provide, into a stocksheets. Something to be looked at, volunteers to be identified

d. We will need at least ten weeks lead-in for appointment of manager, so imminent. The process could start now, adverts could be placed now, inviting applications to see what response were going to get. Manager should be involved before opening regarding stocklist, training of volunteers etc. Manager will also need to be fully au fait with the systems we will have in place. Agreed adverts need to be placed now. **Rose to initiate advertising process with assistance from Sue and David.**

e. Library Link. Big piece of equipment, needs to be accommodated. Brought up to bring it to notice of all. Do we need it? Yes. Location to be discussed at a later date.

f. Someone who runs a community shop in the south may be available to speak to us in the next two/three week.

15 Date of next meeting – 20th June at Wood House at 7:30