

Hallbankgate Hub Ltd

Monday 25th July at Peel House

1. Those present: John Foster, Rose Foster, Mark Glouchkoff, David Jones
2. Apologies: Robin, Sue, Janet, Duncan
3. Minutes – approved as distributed
4. Matters arising
 - a. Accountant. Steve and Sue have met with Paul and given him the documents for his due diligence. He has invoices for checking VAT entitlement
 - b. Grants. P2C and Prince's Countryside Fund. P2C is in the bank, Prince's Countryside Fund wanted an e-mail report. Steve has sent it and has heard nothing further. £15k expected shortly
 - c. Project Management. At time of last meeting it was felt we needed someone to do this, Duncan was looking into it. In discussion with John, he had said it probably wasn't going to happen. Due to the stage we are at in the build it's probably not viable for the time being
 - d. Budget for sourcing materials. Remitted to Duncan for action
5. Treasurer's report – duly noted
6. Bank account and cards. We have an account and signatories have details in post of log-on and activation. We have debit cards for the account but the Cumberland doesn't provide a credit card facility. Having a credit card facility would increase the credit terms we would have, as payment could be done through the credit card. It would also assist in paying local suppliers and avoid the need for keeping large quantities of cash on site. If cash-flow were to become an issue this would assist.
ACTION. Sue and Duncan to look into the viability of having a credit card facility (Barclaycard/Mastercard for example) to run alongside the bank account.
7. HMRC status – deferred to next meeting as Duncan is dealing
8. Building progress. Lee and Aidan have made a start on the water supply – trench dug.

Mark has spoken to Lee and Aidan – there may be an issue with the plumbing work in that some pipework is built into a stud-wall that on the plans is due to be removed.
ACTION. Duncan to check with Lee what the plumber has done and if there's an issue to ask Janet to contact the plumber to resolve.

Electrics. Dave has compared the two quotes in detail and there are a number of significant differences as both were given a blank canvas to go at, rather than a

specified plan. AMP are providing more, although it is more expensive. John proposed we contract AMP, seconded Steve, all agreed.

There is potential for extra funding to be provided if we can demonstrate there have been unexpected extra costs in the building – the floor, ceiling and full re-wire.

Safes – we have keys to the big white one now. The other can be disposed of.

9. Appointments – Torrey and Maria now appointed. Most references received, awaiting one more. All references speak highly. They will need a designated contact on the committee to go to for any queries. Initially this will be the Chair, but this will be delegated to another member of the committee in due course. Inductions programme to be arranged by Rose and David. PAYE number will be required to meet the pension legislation from next April.

10. PO opening. Enquiries to be made to find out what Darren needs in place as of 4th August. Advertising – e-mail all shareholders, volunteers etc. ask if notice can be put up in the pub. Put one up in the bus shelter and on the village hall notice board. Also in Talkin pub and notice board. Contact with the press and opening date. Emphasise the positive. We will be open when we're ready, but refer to what we're dependant on before we open.

11. Publicity. Update to be provided to shareholders etc when e-mailing about the Post Office. Include that new committee members are sought from the end of October.

Website – John to speak to Janet.

Signage/posters – road signs and permissions. Mark to speak to Ian Bell

Opening – somebody well-known to perform opening ceremony. Rory Stewart suggested, but if **any other committee members** have a suggestion please contact John by 4th August.

Countryfile possibly? John to look into

12. Supplier update and credit arrangements – done previously

13. Supplier payment situation – done previously

14. P to C conference report. Steve went to Wakefield meeting – a lot of the content of the conference was irrelevant as it referred to processes we'd already gone through. However, some good contacts were made by Steve. Overall disappointing though.

15. AOB.

AGM – pencilled in for Tuesday 8th November dependant on village hall availability

Mark – Cumbria County Council will be disposing of a significant amount of equipment, for free. If we can come up with a list of what is required, anything that becomes available we can request. Desks, chairs, filing cabinets, drawers, bookcases etc.

EPOS now will be ringing to provide their 30 day support – likely to be deferred again.

Next meeting Monday 8th August at 7:30, Wood House

Following that 22nd August at 7:30 – venue TBC