

## Hallbankgate Hub Ltd.

### **Minutes of management committee Monday 4 July 7.30 pm at Wood House HBG.**

**1. Those present** John Foster, Janet Lambert, Duncan Sperry, David Jones, Steve Bowles

**2. Apologies:** Robin Murray, Rose Foster, Sue Consterdine, Mark Glouchkoff

**3. Minutes of the last meeting.** (6 June)

These were agreed as correct

**4. Matters arising.**

Not much work has been done in the past month. Mark has reported that he spoke to Aidan, who felt that it would not work to try and get the shop open even if the café was not ready.

The food and coffee offer is still to be agreed.

An accountant has been appointed, subject to final documentation.

Grants – contact with P to C and PCF are in hand.

**5. Treasurer's report.** This was noted including comments on building progress.

**6. (and 8) Building progress and forecasted capital budgets.** Lee should be back on job in third week of July. Duncan reported on key dependencies:

- a) Money/cash flow – Steve to check progress with P to C and PCF
- b) Electrician. A quote of £10.3k has been received. Another from AMP electrics is imminent. Timing of work completion will be critical.
- c) Windows. These need to be ordered as a matter of urgency. A long discussion followed on the merits of PVC and Hardwood. The former is less expensive, but not by all that much ((ca. £1000).
- d) Water supply. We have received forms/diagrams from United Utilities. Their quote is to be accepted and we need to progress the work.

It was also pointed out that there are still areas where money can be saved on fixtures and fittings.

Duncan's budget update had identified essential and desirable expenditure. It was eventually agreed to accept the essential items budget as the way forward including the ordering of hardwood window frames.

**7. Water Supply.** As described above

**9. Project Management.** David has spoken with David Hayward, who declined an offer for him to be our project manager. He has however given advice in a number of areas including aspects of our liability to HSE. We had been assuming that Lee was our principal contractor and that he would therefore carry responsibility. However, it now appears that because it is HBG Hub that is appointing/employing sub-contractors then it is US that should have put certain procedures in place. It was agreed that we should go back to our architect and ask for his advice.

## **10. Shop Manager**

We have two candidates coming for interview on Wednesday 6<sup>th</sup> July. It was agreed that we are not yet in a position to know our opening date – once this is known we would aim to make a start date 4-6 weeks in advance.

**11. Letter to Hayley Jump.** Steve has sent Hayley a copy of the Bingham Yates reports and pictures for all flats. Flat 1 had not been inspected, so that report states as much.

## **12. Training workshops.**

a) Plunkett. David and Rose had attended the day-long event organised by Plunkett Foundation. Three other units were represented. Most used volunteers but none left volunteers fully accountable for running the shop/café. There are many challenges for a successful operation. Cash flow is critical but it may be necessary for us to consider more paid hours.

b) Power to Change. Steve will be attending a two-day core training event in Wakefield on 18/19 July.

**13. Publicity/website** – discussion deferred to next meeting.

## **14. AOB**

Procurement/sourcing. Those people who are looking at what we might need – e.g. wooden flooring, equipment, will need to be given funds up front. This to be agreed/discussed next meeting.

Horizon (Post Office) equipment and EPOS now equipment are both in the store – signed for by David. Post Office engineer is scheduled to come on Wednesday 13<sup>th</sup> July. We don't know how this is to be fitted.

Capital cooling. Their invoice needs to be made out to Hallbankgate Hub Ltd.

**15. Date of next meeting.** Monday 25<sup>th</sup> July 7.30 pm at Peel House, HBG

Meeting closed at 9.50 pm