



**The Hub, Brick Kiln Lane, Huntingfield, Halesworth, IP19 0QH**

www.hub4all.org - Registered Charity No. 1167467

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## **Minutes of the Meeting of The Hub Trustees held on Tuesday 12<sup>th</sup> July 9.30am in the Hub**

**Trustees Attending: Ken Burnett (Meeting Chair), Mike, Sara, Jim, Allan, Carolyne, David.**

**Also attending: Julie (Admin Officer), Alex (Caretaker).**

1. Apologies for absence. None, all in attendance.
2. Minutes of last meeting 25<sup>th</sup> May 2022. Minutes agreed and signed as correct.
3. Matters Arising
  - DBS. The risk to the trustees was discussed and all trustees agreed that there is no risk associated by not having all trustees DBS checked. Five out of seven trustees have satisfactory DBS checks and also Julie and Alex have completed the DBS check.
  - Sign on Door. Door sign has been completed. Additional parking signs have been done. Now require putting onto posts and positioning. Julie to sort.
  - No parking signs. Trustees all agreed that the Hub car park is an area for anyone to park, unless an event is planned in the Hub, then the No Parking board will be put out.
4. Financial Update. Balance of £18454.36. Bookings down over the summer, need to advertise the Hub more.
5. Resignation of the Chair. Following a discussion between Steve, Ken & Jim, Steve decided he would stand down as chair. He also decided it was time to resign as a Trustee. Thanks were expressed to Steve for the years of dedication to the Hub. The trustees also expressed thanks to Jim & Ken for handling the situation.
6. Recruitment of new Trustees. Seven trustees remain on the charity. Ideally would be good to have three more trustees, including another from Heveningham. A database of potential trustees will be created. Include a plea in the Hare. A suggestion to merge the Millennium Green and the Hub charities a possible way forward.
7. Finding a new chair. No one willing to take on the role. Leave until such time more trustees are recruited and see if a Chair comes forward.
8. Rotating the role of meeting chair, meantime. All trustees except Allan & Carolyne are willing to act as Meeting Chair. A rota will be set up.



9. A proposal re the future of The Old Groynes Theatre Company. Ken has sent a proposal round to the trustees regarding funds still held on behalf of the Old Groynes. A suggestion is the funds are held as a restricted fund under the umbrella of the Hub. However, the funds will only be used for future productions. The proposal was to accept the financial responsibility pending the formation of some form of drama club to involve all three villages. A sub group would be required to run this. Ken will speak again to Steve Harrison the other signatory and will report back to the next meeting. All trustees agreed the proposal. Storage is limited for any equipment, but the shed does need sorting. One play aimed at children is almost ready to start production.
10. Caretaker Report. Hub is very quiet at the moment, no real issues. Car park matting at the entrance has started to lift, so will monitor. Feedback from a recent event was not favourable. Need to monitor such events as when open to the public may not create the correct look for the Hub. Ken to speak to hirer.
11. Events & Reports
  - Queens Jubilee Review. A good weekend, debrief meeting happening in 2 days. Will report on final financial position. Thanks to the group for organising.
  - Brunch Next brunch 23<sup>rd</sup> July. Carlyne, Jim, Alex, Julie, Mel
  - August 27<sup>th</sup> Sara to take lead. David B to help. Alternative idea of a Buffet Brunch. Needs volunteers to help.
  - Social Evening. Agreed to a Pie & Mash evening, with live music. A 50/50 raffle. Agreed on £10 a ticket & £6 for under 16's. Jim to do item for Hare.
12. AOB Thanks need to be formally expressed to Tony Howe.
  - Suggestion of Cake Decorating Demo. 50/50 split on entry.
  - Advertise future events at Brunches
  - Rural Coffee Caravan needs more support.
  - Website needs updating more.
  - Renewal fee for servicing the automatic door. David spoke to company and requested a revised quote for just 1 service per year. This has been received and agreed by all trustees.
13. Date of next meeting. Meetings will change to bi-monthly, with sub groups meeting more often to arrange events. 6<sup>th</sup> September 9.30am.
14. Closed 11.30am
  - Following the meeting Ken confirmed with Julie that, for the time being, he would be the contact for Julie & Alex authorising timesheets as required.
  - Minutes agreed as correct.
  - Acting Chair \_\_\_\_\_ Date \_\_\_\_\_