



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

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## **Minutes of the Meeting of The Hub Trustees held on Tuesday 22<sup>nd</sup> March 2022 at 9:30am in the Hub**

Trustees Attending: Steve Moorhouse (Chair), Mike Baker, Carolyne Blundell, David Burrows, Jim Wardale,

Also Attending: Alex Dipple (Caretaker) & Julie Collett (Admin Manager).

1. Apologies for absence. Sara Back, Ken Burnett & Allan Pike. JC has now received the resignation from Tony Howe.
2. Minutes of last meeting, 15<sup>th</sup> February 2022 & 22<sup>nd</sup> February 2022. Agreed as correct.
3. Matters Arising
  - DBS. Only 2 completed checks have been received. SM has requested that everyone else completes this check by the next meeting so it doesn't drag on. All costs will be reimbursed.
4. Financial Update. Bal of £23973.67. This does include reserve funds for the Meal, Kids Club, Seniors Club and the WWI Commemoration. JC suggested that the WWI funds could be used for the forthcoming jubilee. All agreed. A further grant has also been received of £2667. JC will look out for any further grants.
5. The Hare. JC advised that the Hare was no longer self sufficient. Ideas how to change this in increased advertising, would increase the pages so increase the printing costs. The trustees agreed for JC to cost it out for a year. Any shortfall the Hub could write to the Parish Councils to request their support.
6. Caretaker Report. AD has now taken over the cleaning as part of her role. AD also raised concerns over the lifting of some of the matting in the car park. She will request a quote from SEH to have this sorted.
7. Website. JC showed the trustees the website. Not live as yet, as a couple of items being amended. Trustees happy for the website to go live once this is done.
8. Safeguarding. This policy has now been agreed and trustees agree to adopt. Reference to this policy will be included on the booking form.



## 9. Events & Reports

Ceilidh - Postponed til 1<sup>st</sup> October. All trustees need to make efforts in selling tickets.

Brunch - 26th March. Agreed to do in aid of Ukraine.

Queens Jubilee Update. Events now being arranged. Final touches being put together.

Christmas Meal Update. 9<sup>th</sup> April approx 40 booked.

Circle 67 6<sup>th</sup> April. Theatre production that would be good to see well supported. Pub are selling tickets.

Made2Measure 16<sup>th</sup> April. This is a 80/20% split in favour of the Hub. Tickets only £5. TENS has been received for a bar. Could be a good money maker if all trustees support and help to see tickets.

Mark Mitchell 20<sup>th</sup> April. Costs of £110. Need to sell 20 tickets at £6 to break even. Tea and cake to be served as an afternoon performance. Again trustees need to help sell tickets.

10. AOB Beccles Theatre Group produce a What's On booklet and have asked if we would like to advertise. Agreed a half page advert for the sum of £40. JC to organise.

JW stated that there have been recent problems playing music from a phone through our equipment. JW has suggested a device that will pair the phone with a bluetooth receiver, which will then connect to the AV equipment. Cost approx £50. All agreed for JW to go ahead.

JC requested authorisation to go ahead with getting leaflets printed now the website was almost ready. Also requested that some business cards be printed with Hub details on. All agreed.

11. Date of next meeting. 26<sup>th</sup> April 2022 9.30am

12. Closed 10.50am.

Minutes agreed as correct.

Chair \_\_\_\_\_ Date \_\_\_\_\_