



Village Hall, The Hub, Brick  
Kiln Lane, Huntingfield,  
Halesworth, IP19 0QH

Registered Charity Number: 1167467

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**Meeting of The Hub Trustees to be held on Thursday 22<sup>nd</sup> 2024,  
4.00pm in the Hub**

**Meeting Chair: Jeremy Blackmore**

1. Apologies for absence: Allan Pike
2. Minutes of last meeting: April 17th 2024 approved by all to be uploaded
3. Finance:
  - From last week's public meeting most people are now very aware of the current status of our funds.
  - £4101. 49 is currently our working capital
  - The decision on seniors' fund is to maintain it in reserves until we spend it. This can be spent on afternoon tea, Tuesday/Wednesday takeover.
  - Precept: JC spoken to clerks for info regarding households: Huntingfield 76 households a suggested amount of £380, Heveningham 51 suggested amount £255 , Ubbeston 36 suggested amount £180 households per annum. Draft letter to be recirculated to all trustees for edit and approval. Deadline by 26/8
4. Administration:
  - Precept cover letter and necessary details all to be recirculated by 26/8 this is in OneDrive

- Invoicing and bookings synthesis: all working now
- Upload required from old oneDrive. LM to select key folders: minutes, letterhead
- Terms and conditions revision – cancellation fee required, bouncy castle etc. 14 and 7 day cancellation fees. 25% and 50% and returnable deposits or offer rescheduling. 24 hours retain money but return deposit. If it means we may not get a booking then it could be waived at trustees. Trustees discretion. Now all updated.
- Paperwork for JB as trustee completed
- PSR renewal – updated by JC
- GoDaddy update linked to OneDrive - complete
- Hub website update all now up to date with new email and phone numbers

5. Maintenance:

- KLS maintenance: fire system, intruder alarm, extinguishers. Heating system routine service.
- External decoration of the hall. Work party to be set up. Sponsorship LM draft letter 28/8. Quid pro quo benefit
- Internal decoration to be renewed. Contractor required.
- Automatic door service JC to organise

6. Lease update – JC to speak to DB

7. Marketing and forthcoming events

- Fire prevention 'workshop'- to go ahead as a community initiative. JC to contact
- Bee talk – free talk. 9<sup>th</sup> October evening 7.30 refreshments: JC to contact
- Autumn brunches: No JM, JB, JC (partial) ask Janette to help clear September 28<sup>th</sup>
- Race Night 16/11: JC sponsors required for races, need prizes to sponsor races, Whisky donation from JW
- Social media marketing campaign LM/JM 29/8. Campaign to be made and published What's on sheet to be updated and in monthly circulation. Email list to be updated and mail merge organised LM/JM
- Christmas meal to be organised with Sara – JC and JM to chat to Sara asap
- Meeting with other parties: MG and church – Sally C, Sheila - carry forward
- Working party organisers? SC and DB. Auction of promises looks doable. Not yet scheduled
- Finalisation of sign and who will pay? £54 sign Corex make sure weatherproof JC to order
- Open evenings for table tennis and carpet bowls. Rota required – 4<sup>th</sup> Wednesday. 7-9 Start 25/9. To be advertised online, social media and on the notice board.

- JM what's on in September and new for October

8. AOB - none

9. Dates for next meeting: 2/10/24 4pm

10. Close 18.00