



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

Registered Charity Number: 1167467

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**Minutes from the meeting of The Hub Trustees held on Monday 4th November 2024,
7.00pm in the Hub
Meeting Chair: Jeremy Blackmore**

1. Apologies for absence – none all trustees present
2. Minutes of last meeting: October 2nd 2024 approved
3. Presentation from the Fundraising Committee (see appendix)
4. Finance:
Status of accounts
Current balance is £3827. A warm welcome grant of £500 has been awarded. Suggestions were to purchase an Alexa, games, a brunch advert board and some extra mugs for the warm room. Hot chocolate sachets are to be added to the tea and coffee available for users.

As a result of Helen Cannon's analytical work of historical Hub accounts, no discernible trends were found. JC and JW to have a follow up meeting to discuss the business plan to take to the Parish Councils.

New electricity contract is still in query with regards to differing costs. JC is in discussion and has highlighted the fact that we are currently paying 20% VAT.
5. Administration:
Invoicing and bookings synthesis
LM is investigating The Village Hall booking system. It does take users from our website and Stripe will have to be integrated, hopefully with their help. They do offer technical support. LM speaking to them 8/11/24 to clarify the situation. January 2025 should be the trial start date. Users will be automatically invoiced. The cost of the potential new system is 50% cheaper than the current one.

If the new system is implemented, GoDaddy's costs may be reduced, but The Hub must maintain access to the OneDrive which is currently and add on to GoDaddy.
LM has confirmed charity status for PayPal which will further reduce costs.
6. Maintenance/Housekeeping:
External decoration of the hall is now complete. Internal patching needs to take place. Overgrown brambles and weeds have been dealt with and the playground has been sprayed again. JB will do the path again.

JW has repaired the curtains which no longer hang down. JC suggested that the fabric chairs need to be brought inside from the outdoor shed

Upcoming maintenance: shutter repair in the kitchen, heat pump, windows and blinds which do not work.

The PC agreed to lockable cabinets in the storage cupboard, but these have not been ordered yet. The PC owns the gazebo and bags are needed to store this. PC to take this forward.

It was suggested that donations be made for use of the cycle repair station which is owned by the PC. A lockable A4 noticeboard could be placed nearby with a QR code.

7. Marketing and events

Trustees to read and comment on the marketing plan in OneDrive which could be integrated with the business plan.

Feedback from events held recently:

Bee talk: £46 was made. Attendance was very disappointing - it was advertised widely through Community News, Facebook (paid advert) as well as our own website and FB page.

Brunch – 21 attendees. Suggested we buy for 30 not 40 people.

Rural coffee van – 4 attendees.

It was felt by Trustees that we do not focus on talks as a source of revenue.

Update on forthcoming events:

Christmas dinner – one place left

Wreath making demo – currently 11 people booked. 10 is break even number.

Race night – still need to sell more horses

8. AOB – Jane stepping down as a trustee from 31/12/24

9. Dates for next meeting – 27/11 at 7.30 in The Hub

10. Close: 9.15pm

APPENDIX

FUNDRAISING COMMITTEE 1: Sally, Helen, Sheila and Joan

3 key ideas:

1. Musical Bingo combined with supper.

Fundraisers would organise and run the event, Trustees to market, advertise and support where necessary. Options are to buy in or organise a playlist tbc. No date fixed as yet as the provisional date was 28/2 which is close to a pub event. Suggested price £10 per head.

2. Quiz Night with supper or strawberries and Pimms

Quiz to be written by Karen Foster. Event to be held Summer

3. Theatre event. Committee are investigating this and deciding on the viability and how to make money on it.

FUNDRAISING COMMITTEE 2: Janette, David, Steve B, Pete and Jo

Main event

HUBFEST to take place over bank holiday weekend. Local bands, food vans and the trustees would be offered the opportunity to do a BBQ/cafe. This can only take place if parking is found. Suggestion is Huntingfield Hall field. DB to contact Lois Hunt via JC to ask permission.