



Brick Kiln Lane, Huntingfield, Halesworth, IP19 0QH
Registered Charity Number: 1167467

www.hub4all.org

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Minutes from the meeting of The Hub Trustees: Wednesday 2nd October 2024.4.00pm in the Hub
Meeting Chair: Jeremy Blackmore

1. Apologies for absence: Lauren Maloney, Allan Pike
2. Minutes of last meeting: August 22nd 2024 approved. JM to publish on the Hub website.
3. Finance:
 - Review of suggested criteria from PC and future liaison with Helen Cannon.
JC, JM and JW to meet with Helen 8th October to move things forward on the business plan for the financial support from the other villages.
 - Status of accounts:
We have an increase of £1800 since the beginning of the financial year which is very positive. Any printing costs can be paid from the interest from the reserve account. The reserve account to be used to pay for painting costs (volunteer decorators). JM to apply for a grant for a new noticeboard, redecoration and replacement laptop from 2024 Annual Charitable Giving.
4. Administration:
 - Invoicing and bookings synthesis
There are still ongoing challenges with the system as automatic invoicing is not yet active. JW and LM to liaise to resolve. Currently clients can pay later rather than prior to use as best solution. JC does not yet have regular access to Stripe which needs to be resolved to run more efficiently.
 - GoDaddy update linked to OneDrive – JC now linked to OneDrive. There have been access problems for Trustees.
 - Hub website update is ongoing and new classes and event 'Countdowns' have been added. The team up calendar will be better placed on the Parish Council website rather than the Hub website as there are non-Hub events eg. Church and MG events taking place.
5. Maintenance:
 - External decoration of the hall
JB to purchase paint and a team of volunteers to start the external decoration of The Hub on Saturday 5th October.
 - External maintenance and upkeep of grounds

Following the Playground Safety Report 12th September 2024 there are some areas which need attention: the brambles on the steps to the MG and weeds on the playground area. JW/JB to trim brambles and overhanging branches. The weeds were treated a few weeks ago and are dead but need removing.

Sand bags need removing near the new storage shed to ensure disabled access is maintained.

A village tidy up is taking place on 13th October where leaves can be swept up.

- Freezer repair – this has taken place and the water boiler has been descaled.

6. Marketing

- JM briefly presented the plan which will be published on the website and sent to HC.
- Marketing initiatives
Inserts have been placed in The Hare to promote the Christmas meal, Race night and the art classes by JW and JC
More interactive and upbeat social media adverts have been digitally created by LM
What's On for October for noticeboard JM
A village working party has met and the trustees are awaiting feedback
Open evenings for table tennis and carpet bowls will now go ahead post Christmas

7. Forthcoming events

- Bee talk – 9th October, Repromoted on social media, posters around the village
- Fire prevention October 11th 'workshop' has been promoted on social media and in The Hare
- Autumn brunches: JM not available for October 26th. Register your interest form in wreath making made available (JM)
- Race Night – 16th November. Promoted on social media and The Hare. MC still required
- Wreath making workshop 30th November. Promoted on social media and The Hare. Payment required prior to the event
- New Classes: art workshop. Promoted on social media and The Hare
- Christmas meal JC and JM liaised with Sara. Requirements to be circulated JM/JC

8. AOB

- Food hygiene certificate renewal. JC, JW and JM

9. Dates for next meeting: November

10. Close: 18.16