

## Minutes of Meeting – 18<sup>th</sup> March 2025

**Chair:** Jeremy

**Trustees:** Julie, Jim, Allan

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### 1. Apologies. None

**2. Approval of Previous Minutes 18<sup>th</sup> February 2025** Minutes were agreed and signed as correct.

**3. Financial Update.** Current account £4155.46. Insurance has recently paid and a couple of routine maintenance bills. Reserve account £11705.44. February and march invoices still outstanding. Still showing a profit for the year.

**4. Card Machine** Sum Up machine has now been purchased for card payments. Hope to have this set up to trial at Brunch.

**5. New Booking System** All bookings been transferred. All regular users received a copy of the letter with details of changes. Need to approve all other unapproved bookings on site, otherwise they disappear after the date booked. Need to block approve all classes. Stripe not integrated as yet, will do at a later date. New system to become fully active wef 1<sup>st</sup> April. Trustees agreed to simplify charges, and all charity bookings and residents bookings will have a 50% reduction. Classes are charged £15 per hour. If 6 or more sessions booked they receive a 10% reduction. Classes will be invoiced at the end of each month.

**6. Caretaker Role** Simon Birkbeck to start 30<sup>th</sup> March, 3 hours per week. Possible additional outside maintenance as well. Trustees to create a work list. Julie to contact Simon.

**7. Insurance & Lease** The insurance has been renewed with a premium of £1349.32. The insurers are aware regarding the lease and have noted the interest of the Parish Council. The solicitors have been chased, but still waiting on Land Registry.

### 8. Fundraising Update

- Bingo 29<sup>th</sup> March. Raffle prizes include Flowers, chocolates, cider, bottles x 2, £20 Arms Voucher. Julie also to talk to Co-op re a raffle prize. Trustees to sell tickets on night £1 a strip, Jim to provide a float. Adverts needed on Social Media to promote evening.
- Book & Tabletop Sale 6<sup>th</sup> April Set up at 3pm on 5<sup>th</sup> April Allan & Mel to run book stall. Julie to shop. Books to be brought to Hub on the Saturday. Adverts needed on social media to promote event.
- Hub Fest 23<sup>rd</sup> August Nothing more to report.
- Calendar Julie to put article in Hare and liaise with Sam Kenward.
- Brunch Events:
  - 22nd March: Led by Jim, Julie, and Jeremy. Advertise next date. Julie to shop. Jeremy to set up tables. Mel, Allan, Sheila, Janet & Anthea also to help. Next Brunch 26<sup>th</sup> April.



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**9. Hare article** Julie to write and circulate. To include. Bingo, Book Sale, New Booking System, AGM, Calender.

**10. New Trustees** No response from Huntingfield resident who was spoken to a while back. Jim will follow up. However, a person has come forward from Heveningham. Julie to contact and invite to next meeting. Ask general questions and what he can bring as a trustee.

**11. Walk Leaflet** Yes to share the £204 cost for 500 leaflets with church & Millennium Green.

**12. Any Other Business (AOB)** Quote for outdoor heat censor, £550. Agreed to expensive. Something we can manage manually.

The Hub shed has been broken into and the lock damaged. Jim is talking to the company about the best way to repair. Cost could possibly be met by the Hub funds held by the Parish Council or from the Parish Council CIL fund.

A suggestion of a donation post has been looked at. The cost from a company in Lowestoft, Vinyl Installation Ltd is £1450 plus VAT. The company would need to do a site visit to get an exact cost. Julie will contact. Then agreed to fund either from Hub fund held by PC or maybe CIL funds. Youth Club has now been running for 6 months so have come to the end of the agreed free sessions. The cost of the sessions over the last 6 months amounts to £98. These funds will transferred from the Heveningham & Ubbeston Village Hall reserve as agreed. Julie to contact Charlie to confirm details and charges will now be incurred.

**Meeting Closed 8.05pm.**

Next meeting date: 15<sup>th</sup> April 4pm.

Minutes signed as correct.

Chairman\_\_\_\_\_Date\_\_\_\_\_