



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

Registered Charity Number: 1167467

www.hub4all.org Email: enquiries@hub4all.org

Meeting of The Hub Trustees to be held on Wednesday April 17th 2024,
3.30pm in the Hub
Meeting Chair: Julie Collett

1. Apologies for absence

All trustees were present for the meeting.

2. Minutes of last meeting - March 6th 2024

These will be printed and signed manually and placed in a folder.

3. Finance:

JC reported that, to date, a profit of £226 has been made from the Hub Brunches.

JC will summarise the accounts for the AGM next month.

The cost of The Hare has been finalised and £15.50 will be paid to The Hare £1079.51 has been transferred into a new account for the Three Villages Youth Group.

Outstanding invoices will be followed up in accordance with our terms and conditions.

Use of Supersaas and proposed change to current practice

Supersaas will continue to be used. Changes will be made to the booking system and 'groups' category in order to simplify it for us and the end user.

An increase in hire charges and definition of sessions was discussed in order to align ourselves with other village halls/venues.

Approved minutes

Proposed changes

New session categories: per hour
 day (8am - 6pm)
 full day (7am - 11pm)

New charges: per hour - £20.00
 day rate - £150.00
 full day - £250.00

Weddings: £400.00 - *we didn't clarify the duration...9am
 Friday til Midday Sunday?*

Commercial Kitchen hire: £20.00 per hour

Elections: £250.00

Fundraising events: £30.00 *what's the duration of this?*

AV Hire: £30.00

Kids Club £10 per session

All residents of our three villages will receive a 50% discount.

Regular rate, ie. 6 bookings or more will receive a 50% discount.

Cancellation charges will not be incurred if more than 24 hours before the booking. LM to review t&c.

4. Fundraising was discussed briefly. A series of talks was suggested by JW
Wine tasting (JC to follow up with contact).

5. JM to write article for the community news and circulate for approval.

6. *Maintenance?*:

AD no longer wishes to be known as the Caretaker as her role has changed.
The window cleaner has been changed to once every other month. JW will
prompt the Mark about the heating repair. LM requested that a child/dog
friendly weedkiller be used on the rubberised children's play area. AP to sort.
Brian and Jeff will start the shed on 23/4 at 9.30; the base has now been laid
thanks to Jack who works for AP.

Approved minutes

We still need to organise a village tidy (cf).

7. There is still no news on the lease update.

8. The Kids' Club now have their own account (see item 3 for funds). There is no longer a requirement for a lockable cupboard.

9. The Sim has now been sent out for the mobile phone and the BT telephone line has been cancelled.

10. AOB

The Hub own the white fridge/freezer which will now be emptied and switched off. Baskets have been supplied for Kids' Club food.

The Suggestion Box key cannot be located and this will be combined with the postbox.

JM suggested the purchase of smaller tables of varying heights as occasional tables.

11. AGM

Dates and chair for next meeting AGM Postponed

The next meeting will take place May 15th at 3.30. Lauren to chair.

. Close 5.25

Action points arising from this meeting:

Matter arising	Action	Trustee	Time Frame
Final breakdown of costs and expenditure	The accounts have now been finalised and costs just require categorisation for the AGM and Charity Commission.	JC/LM	Before eofy
Revision of t&c for new charges and sessions	Update required	LM	
April Brunch	Shopping and help	<i>Jw to shop, JM,</i>	

Approved minutes

[illegible]