



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 March 6th 2024,
3.30pm in the Hub
Meeting Chair: Ken Burnett

1. Apologies for absence
All trustees were present for the meeting

2. Minutes of last meeting - January 31st 2024
These will be printed and signed manually and placed in a folder.

3. Finance:
Income/expenditure
JC and LM have worked hard to align the accounts and all are now correct as petty cash and the coffee and tea money have now been incorporated. We are still awaiting payment from some invoices, but these are now in hand. Income and running costs were discussed and these will be further broken down for transparency. A full overview of detailed accounts will be provided for the beginning of the financial year as well as the AGM.

Use of Supersaas and proposed change to current practice
GoDaddy and Supersaas have charges which were felt to be an unnecessary cost to us. *The effectiveness of the Supersaas booking system is currently under review by JW. Further recommendations will be made once JW has investigated the initial set-up and tested its parameters. It was considered*

DRAFT MINUTES ONLY

whether we should revert to a webpage booking form to facilitate ease of use for end users and providers which could be introduced at the beginning of the financial year.

Stripe will be maintained and used for invoicing purposes.

Insurance

The annual renewal cost was considered acceptable and will be paid in one instalment.

Alternative to Give as you Live

KB suggested there could be a better alternative to Give as you Live due to the commission taken by the company, and the fact that their name appears on a donor's bank statement, rather than the Hub's. A more direct approach would mean all donations would be given to The Hub in the form of a standing order, and our name would appear to remind the donor who they are supporting

The Hare PC

The Hub trustees have received a proposal for financial responsibility for The Hare to be passed to Huntingfield PC. The Trustees understand this will be discussed and agreed at the forthcoming HPC on 13/3/24. JC will hand over The Hare accounts and any outstanding cash balance by the end of March 24.

Fundraising

To increase our funds JW suggested the need for fundraising. KB suggested approaching Trusts and Foundations as well as legacies and regular monthly giving.

Card reader

A card reader will be purchased. JC is looking at this, but we may be able to download a suitable app and use a mobile phone from the end of April.

Purchase of Microsoft 365 for all trustees

LM requested that all trustees have this to facilitate organisation and running of The Hub.

Cost of human resources

AD is now focussed solely on cleaning. JC to clarify if we are paying monthly for a window cleaner.

Bank card completion

This is all now complete.

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4. Safeguarding:

The amendments have now been made by LM

5. AGM

The AGM will be held on 7th May 2024 at 7.00pm (tbc). It will be followed by The Millenium Green AGM. Refreshments will be made available to attendees.

6. Marketing

Bookings are taking place, but there is still capacity for more.

The call for community help was reasonable with some volunteers for Brunch as well as helping with ground maintenance. These will be acknowledged through an article in The Hare.

LM suggested that we redesign The Hub webpage ourselves as we own the domain. This would save money with GoDaddy.

Further promotion of The Hub will be beneficial through a Huntingfield community news article.

7. Caretaker's report:

The Fridge and Freezer have been repaired. It is not known if Kid's Club owns the small fridge - JC to consult with Sally Clarke.

We are still waiting to hear whether Mark H will be able to take on the heat pump's ongoing maintenance.

Brian has volunteered to paint the outside of The Hub. Could we get some funding for the purchase of the paint?

8. Compliance health and hygiene for the kitchen for Brunch

JC has a food hygiene certificate so we are compliant.

9. Kid's Club:

The cupboard has not yet been installed in the storage area in the hall. LM to chat to CY at Kid's Club. It is not known if Kid's Club have moved towards having their own account yet for transparency.

10. Lease update

JC is liaising closely with David Blackmore as it has now been 12 months since it was placed in the hands of solicitors.

11. Telephone and BT internet

JC is working on this and awaiting a callback from BT

12. Upcoming events

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March brunch - JM not available but will shop and prepare where possible on Friday evening. Chrissie and Nigel were suggested as extra hands to help trustees. April brunch will start 30 minutes earlier to support the nature walk by Tony H

Cost of brunch will be increased to £7.00 for adults and £3.00 for children from April. This will be advertised in The Hare and social media to raise awareness.

13. AOB

Ken Burnett informed the trustees that he will be stepping down from this month and will put this in writing. The Trustees thanked KB for his work over the years.

More kitchen supplies will be purchased once AD has emailed JC with a list

14. Dates and chair for next meeting

The next meeting will take place April 17th at 3.30. Julie Collett to chair.

15. Close 5.30

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
Use of GoDaddy and Supersaas to possible cease	JW will investigate use of Supersaas for booking and invoicing.	JW/LM	End of April tbc?
Possibility of Webform creation for booking purposes	This is dependent on continued use of Supersaas	JM/LM	Tbc depending on continuation of Supersaas
Purchase of Microsoft 365	Look at viability of using this to run The Hub	All trustees	End of April?

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Revamp/reinvention of The Hub website and email addresses	Once GoDaddy and Supersass have been phased out a new website can be introduced	All trustees	End of April?
Installation of Kids' Club lockable cupboard	A cupboard will be placed in the storage area of the hall to ensure Kids' Club materials are only accessed by them	LM to chat with CY	asap
BT landline	This is no longer required	JC	asap
March Brunch	Provision shopping	JM	By 22/3/23
Purchase of kitchen/cleaning supplies	Some items are running low - AD to email JC with requirements	AD/JC	asap
Article for The Hare	Article to include thank yous, KB's resignation, cost of brunch increase, volunteer request	JM	asap