



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

www.hub4all.org - Registered Charity No. 1167467

Email: enquiries@hub4all.org

Telephone: 01986 799130

**Minutes of the meeting of the Hub trustees held on Tuesday 10th January 2022
at 9:00am in the Hub.**

Trustees attending: Sara Back (meeting chair), Allan Pike, Jim Wardale and Ken Burnett.

Also attending: Charlie Yule and Madeleine Cox.

1. Welcome and apologies for absence – David Burrows and Alex Dipple
2. Minutes of last meeting 12th December: signed and agreed.
3. Matters arising: David Burrows had indicated to Ken and others that he intended to step down as a trustee. All agreed to wait to hear from David to confirm this formally.
4. Financial Update:
Charlie reported that she was still updating the accounts following her appointment but confirmed that there were minimal fluctuations in the account balance, which totalled £18,290.77. Charlie to provide full financial report at the next trustee meeting.
5. Recruitment of new trustees was discussed along with terms of service. With David's intention to resign the trustees would number four. Ken confirmed that the Hub needed at least three trustees to be quorate and outlined best practice for recruitment of new trustees. All agreed that the public meeting would provide a key opportunity for new trustees to come forward.
6. Charlie reported on warm space feedback from the Rural Coffee Caravan and noted that some bookings had been lost for the meeting room. All agreed that the warm space plans should move forwards ASAP with a view to opening to the public imminently.
7. Caretaker report: Jim provided caretaker report in Alex's absence
Heating - Jim reported that the thermostats were now working well. A booster plug had been installed in the kitchen however this was not ideal. Jim advised that a device is available which



could be permanently installed and advised that an electrician would need to be contracted to wire the device in.

The heat pump had not tripped since before Christmas and the new thermostat in the entrance lobby was working well.

Other Issues - The toilet cistern valve had been replaced and this had resolved the issue with the toilet. Jim reported evidence of a leak from the roof in the toilet area and offered to check the roof to rule out leaf or debris build up around the window.

8. Marketing Report: Madeleine updated that social media accounts were active and shared the new Hub logo which was approved by all trustees, with a proviso that the logo should name the three villages. Events had been planned for the next few months including free pancakes for Shrove Tuesday and a ticketed 50s and 60s night fundraiser for the Hub in March. The Mens Shed in Halesworth had expressed an interest in making a skittles run for the Hub. Madeleine to liaise with them and update.
9. Admin and Finance Report: Charlie reported that invoicing and accounts could be streamlined by using accounting software. Quickbooks were offering a three month trial period and the trustees agreed to approve this on a trial basis. The bookings system was also discussed and Charlie and Madeleine would investigate online booking and payment options.
10. Public Meeting: The date for the public meeting was agreed as Monday 6th February, 6.30pm for a 7pm start. The format for the meeting was discussed. Sara and Madeleine both felt the meeting should generate ideas and be future focussed. Ken felt it would be beneficial to start with a short presentation, followed by a Q&A - all agreed. Ken outlined the key points for the presentation and offered to deliver the talk at the public meeting. Also agreed. Madeleine and Charlie shared their ideas for the rest of the public meeting which included suggestions boards and stickers to indicate interest in events. Discussions were had about advertising the meeting and it was agreed that reaching all houses across the three villages was very important. An advert in the Hare was suggested. Madeleine to contact the Hare and also look into prices for loose flyers.
11. Brunch: Sara confirmed she was happy to lead the next brunch on 28th January. The February brunch was scheduled for 25th. Jim offered to lead and Charlie offered to assist.
12. Date of next meeting: Wednesday 1st February at 9am with a public meeting debrief to follow on Wednesday 15th February at 9am. Jim to chair the next meeting on 1st February.



13. AOB: Madeleine requested clip frames for the back of toilet doors for marketing. Agreed.
Allan noted that the church had a notice board that was not in use. Charlie to contact Sally to ask if it was available for use.
Charlie, Madeleine and Alex had cleared and tidied the store room and shed over the Christmas break, and felt that racking was needed in the shed. All agreed and costs to be investigated for both new and second hand options.
13. Closed 11:42am.

Minutes agreed as correct.

Signed _____ Date _____