



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 Monday 12th December 2022
at 9:00am in the Hub.**

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

Also attending: Charlie Yule, Madeleine Cox and Alex Dipple.

1. Welcome and apologies for absence – Sara Back.
2. 9.15am: Madeleine and Charlie joined the meeting.
3. Minutes of last meetings on 4th and 28th November signed and agreed.
4. Matters arising: none.
5. Financial Update:

David Burrows provided update of Hub accounts for the period between October and December, following Julie stepping down.

David reported income increase with account balance of £18,485 as of 8th December.

Takings for Christmas dinners totalled £800 (seventy attended).

Charlie to ask Julie about payment from main account to Huntingfield Parish Council on 20th October and speak to Helen re. Hare finances.

Reserve accounts: David reported an increased balance in the reserve accounts totalling £10,059.85 and queried the sum of £4,956.97 transferred into the reserve account on 7th September 2022. Allan reported that he believed this to be an educational trust previously held by Heveningham and Ubbeston Village Hall, now ringfenced in the Hub accounts. Ken noted that clarity is needed as to what these funds are and what they can be used for.

David queried a number of payments made by Julie to Kids Club and how reserve funds such as Kids Club are accounted. Charlie agreed to look into this and report back.

Document signatories for CCLA COIF– David reported that trustee signatures were required from Jim and David in order for the trustees to take control of an investment account with CCLA



COIF. CCLA COIF had contacted the Hub to ask the trustees to take responsibility for these funds.

There was some disagreement between Jim and David as to whether David should be a signatory for this account as he was in the process of handing over control of the Hub accounts. David stated that his handover to the new finance manager was not relevant to becoming a signatory for this account.

10am David Burrows left the meeting.

Ken noted that David stepped in at short notice to take on the admin duties and had done a great job managing the admin and finances for the last three months.

Old Groynes: Ken stated that some £2600 currently held in the Old Groynes account was due to be transferred to the Hub accounts. Agreed that this sum would be ringfenced in the reserves for any future theatre productions.

Ken felt that the Hub should write to Heveningham Hall to update them about their funds.

Trustees agreed.

6. Heating Update: Jim reported that the heating issues were caused by thermostats failing to communicate with the controls in the machine room. Relocation of thermostats had proved successful and heating system was now working well in the office, main hall and toilets. The thermostat in the entrance lobby remained an issue and there was concern about the impact on the warm space initiative. Jim advised that all thermostats needed replacing and had ordered one. If the upgrade proved successful Jim would recommend that all thermostats be updated.

Mark Hitchings work on the heating system is commended. Charlie to purchase bottle of wine as thank you.

7. Suggestion box: No suggestions in the box. Madeleine noted more could be done to draw attention to it.

Warm Space: All agreed that now heating working and furniture in place the warm space should be opened asap. Working group to run with it. Opening hours suggested as 8.30am-8.30pm.

8. Admin and Finance Handover Update: Charlie reported that all paperwork and files had been handed over and that bank access should be granted shortly. Charlie will work on getting accounts and invoices up to date. Trustees agreed they would like to delegate responsibility for website copy to Charlie and Madeleine but will monitor and feedback as necessary.

Marketing Update: Madeleine requested keys, Alex provided these but noted they were the last set and that spares would need to be arranged. Madeleine also to have key for suggestion box.



Purchase of skittle run raised by Madeleine. There may be one in Hub shed – Madeleine and Charlie to inventory what is in shed.

9. Caretaker report: Alex reported some concerns about parameters of her role and the hours she could invoice. Jim praised her work and Ken suggested role descriptions be drawn up by Charlie for each role, clearly setting out duties.
10. Trolley: Concerns had been raised about the sale of a trolley used to move the round white tables. Jim reported that he and Julie had attempted to use the trolley to move the tables but found it to be the wrong shape. It was therefore sold. Trustees agreed that the tables could be moved without a trolley.
11. Public Meeting: Public meeting planned for early Spring. Ken felt that the executive team should present at the meeting, all agreed. A Friday evening suggested, wine and nibbles to be provided. Charlie suggested 3rd February as a potential date. Madeleine to consider structure of meeting – suggestion of break out groups or informal seating. Discussed advertising for the meeting, to ensure attendance from all three villages. Madeleine to look into email and canvassing options. Suggestion to use large area of wall outside Hub for a notice board. Allan noted that there is an under used notice board in Ubbeston and offered to enquire whether the Hub could acquire it.
12. Brunch: All agreed no brunch on 24th December. Sara to do January brunch and Charlie to confirm date with her. Suggestion made for brunch to cater to more dietary requirements. Charlie and Madeleine offered to do February brunch on 25th and cater to various dietary requirements.
13. AOB: None.
14. Date of next meeting: Tuesday 10th January at 9.30am. Sara to chair.
15. Closed 11am.

Minutes agreed as correct.

Signed _____ Date _____