



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

www.hub4all.org - Registered Charity No. 1167467

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**Minutes of the meeting of the Hub trustees held on Wednesday 13<sup>th</sup> September 2023  
at 9:00am in the Hub.**

**Trustees attending:** Ken Burnett (meeting chair), Allan Pike, Lauren Moloney, Julie Collett, Jim Wardale and Jane Moore

**Also attending:** Charlie Yule

**1. Apologies for absence** – none

**2. Minutes of last meeting 7<sup>th</sup> August 2023:** Approved

**3. Matters arising: New Trustee**

The trustees formally agreed to appoint Jane Moore as a new Hub trustee. Jane was then invited to join the meeting and welcomed as a full trustee of the Hub.

**4. David Burrows:**

The trustees discussed a letter received from former trustee David Burrows following a series of previous correspondence between the trustees and David. It was agreed that Charlie would respond on behalf of the trustees, addressing the concerns raised. It was agreed that this response would conclude the matter.

**5. Financial Update:**

Income and Expenditure:

Charlie presented a report of the accounts from July to early September, noting that bookings had been low throughout the summer months but were now on the increase. Of particular note were a series of bookings for the social space and three events booked in the main hall by East Suffolk Council. Charlie was pleased to report a good working relationship with contacts at the council and felt confident that more bookings would come to the Hub in the future.

Reserves:

There were no changes to the reserves.

CCLA COIF:

Julie reported that the CCLA COIF fund previously registered to Heveningham and Ubbeston Village Hall charity had successfully been updated to the Hub's charity name. The existing trustees for this fund were Julie, Ken and Jim. Any interest produced by this investment fund would continue to be ringfenced in the Hub's reserves for educational and recreational projects for young people.

## **6. Admin & Marketing Report:**

Online Booking System:

Charlie reported on the roll out of the new booking system. Over the last month several booking databases had been created for the distinct hire areas of the Hub, namely the main hall, kitchen and social space. A further database had been integrated with these systems so that users were able to view availability, book and pay online for hire of the whole Hub or specific areas. Charlie had started the roll out with the social space and was confident that systems would be fully implemented and embedded with the website by the next trustee meeting. Careful monitoring would continue over a three month period to check for any issues as they arose.

Hub Debit Card:

An application had been started to request a debit card for the Hub account. It was noted that the website subscription required a card payment and costly expenses often proved difficult for staff to cover. Charlie to circulate the application form to collect trustee signatures before sending off to Lloyds.

## **7. Caretakers Report:**

Alex's Report:

Alex had spoken with Gilberts Electrical about the Fire Safety Assessment. Gilberts would email Charlie a quote.

Alex noted that a large number of items needed ordering each month including cleaning products etc. Julie had arranged a trip to Bookers to stock up on supplies.

Several large items of scenery from past theatre performances had been delivered to the Hub and stored in the shed.

The hedge had recently been cut. Trustees discussed trimming it further to increase visibility from the pub. Jim would liaise with Alex about cutting it back further.

Hub Alarm:

Julie noted that the Hub alarm had frequently been alerting at night and without cause. Alerts were not confined to one particular area but changed each time. It was agreed that a service was due to assess whether the alerts were due to a fault, or whether sensitivity levels could be adjusted. Potential upgrades to the system were discussed. Charlie to contact Alex and SOS to arrange for someone to come out and service the system.

#### Thermostat Batteries:

Jim reported that during the summer months all batteries on the thermostats had depleted. Julie added batteries to the shopping list for Bookers.

#### Hozelock Adaptor:

It was noted that the hozelock adaptor nozzle for the Hub's hosepipe was missing. A new one would be ordered.

#### Shed Racking:

The shed was becoming very cramped with items left in the central aisle. Shed racking had previously been discussed but no action taken. It was agreed that Jim would measure up the internal space and that quotes for more racking should be sought ahead of the next meeting.

### **8. Rota for Hub Opening/Closing:**

A new rota for closing and opening the Hub and Social Space daily was agreed amongst the trustees. Charlie to set up a Whatsapp group for the rota so that last minute changes could easily be shared with the group.

### **9. Waveney Light Opera Advertising:**

Julie had been contacted by Waveney Light Opera about running an advert for the Hub in their next six month programme at a cost £40. All agreed to running the advert. Charlie to provide an updated advert to run.

### **10. Lease Update:**

Julie reported that there were no updates at present but following a Parish Council meeting that evening would report back at the next Trustee meeting.

### **11. Brunch:**

The next Brunch was Saturday 23<sup>rd</sup> September. Volunteers were Charlie, Julie, Jim, Allan and Ken with Jane also possibly available to help in the morning. Lauren would organise quotes from Cleveleys for ingredients. Raising prices was discussed. It was decided that charges would remain the same with a notice encouraging higher donations from those who were able.

**12.AOB:**

A number of items of set and scenery currently stored in Ken’s garage needed to be cleared within the next few weeks due to building works. A further storage shed for the car park was discussed as a potential storage space for the stage and set screens. Additional shelving could then be installed in the store room for use by local groups and regular classes such as Zumba and Kids Club. Julie would obtain quotes for a new shed and bring them to the next meeting for review.

**13.Dates of next meetings:**

Due to work commitments it was agreed to move upcoming trustee meetings to Monday mornings.

Next meetings agreed:

Monday 16<sup>th</sup> October at 9am – Jim to chair.

Monday 13<sup>th</sup> November at 9am – Julie to chair.

**14.Meeting Closed: 10.50am**

Minutes agreed as correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_