



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

[www.hub4all.org](http://www.hub4all.org) - Registered Charity No. 1167467

Email: [enquiries@hub4all.org](mailto:enquiries@hub4all.org)

Telephone: 01986 799130

**Minutes of the meeting of the Hub trustees held on Wednesday 14th June 2023  
at 9:00am in the Hub.**

**Trustees attending:** Julie Collett (meeting chair), Ken Burnett and Jim Wardale.

**Also attending:** Charlie Yule

1. Apologies for absence – Allan Pike and Lauren Moloney
2. Minutes of last meeting 17<sup>th</sup> May 2023: Approved
3. Matters arising: None

4. Financial Update:

Charlie presented an overview of the accounts for May, including the main account which had a total of £12844.33, the Hub reserves and a summary of the financial year so far. Increased regular bookings had led to a small increase in income for May and projections indicated June's figures would be similar. Charlie reported that the sum of £143 had been paid to the Hub by the Heveningham Hall Country Fair Fund, for the Kids and Youth club to cover the cost of a film license. The license would also benefit the Hub's activities for community film nights etc.

Reserves:

Following another edition of the Hare going to print, the new Hare balance was -£355.15

Charlie to look at the figures again.

It was noted that Charlie had received no paperwork to date relating to the CCLA COIF account which the trustees had taken responsibility for on behalf of the Heveningham and Ubbeston Village Hall. Charlie would contact David Burrows to follow this up.

The sum of £1463.55, ringfenced in the reserves for Hub Seniors, was discussed. It was suggested that the funds could be used for regular film nights or other community events for local residents over 50.

5. AGM Debrief:

The AGM held on Monday 22<sup>nd</sup> May had been successful. Turnout was lower than anticipated but it was posed that this may reflect a lack of concerns within the three villages.



Those that did attend participated in the open floor with mostly supportive comments and suggestions.

#### 6. Admin & Marketing Report:

Charlie shared a summary of marketing activities to date.

- Online bookings were now live, using a free web form and database for bookings.
- The website had been updated with over half the pages keyword optimised for higher web search rankings.
- Email and social media marketing packages provided as part of the existing website package had been activated and had received good responses.
- Kitchen hire had also gone live, with the first two bookings to take place in June from existing users of the Hub, to provide one hour cookery sessions for young people.
- Catering packages were also being finalised so that people could book party or events plus catering easily through the Hub website.
- Two new regular classes had been secured - children's dance classes and sound healing. Baby and toddler group sessions were due to start on Friday 16<sup>th</sup> June running weekly.
- Charlie also provided an overview of marketing plans in progress including grants, Give as You Live, Fit Villages and carpark donations.

Marketing consultancy for regular hirers was also discussed. Longer term Charlie was working on whole village marketing for events following a suggestion at the Hub AGM.

#### 7. Caretakers Report:

Charlie shared a report provided over email by Alex.

- Alex and Brian had installed the new noticeboard outside the Hub.
- Vermin bait boxes had also been installed in internal and external store rooms to comply with kitchen hire requirements.
- Gilbert Electrical were booked to carry out fire alarm and emergency lighting checks as well as a fire safety assessment on Monday 19<sup>th</sup> June.
- The oven was booked to be cleaned on Tuesday 20<sup>th</sup> June and PAT testing was scheduled for 27<sup>th</sup> June.

#### 8. New Trustees:

Ken reported that initial discussions had taken place with a village member who may be interested in becoming a trustee. He would report back at the next trustee meeting. It was agreed that more trustees were needed now that the committee numbered just five and efforts should be increased to recruit more.



#### 9. Lease Update:

Julie reported that the lease was progressing, and that Cllr David Blackmore had emailed the solicitors. Julie hoped to have more to report at the next trustee meeting.

#### 10. Events:

**Pizza Nights:** The first pizza night had taken place on Monday 12<sup>th</sup> June. Charlie reported that it had been fairly successful, with takings of £80. The next pizza night was scheduled for Monday 10<sup>th</sup> July with plans to advertise a wider menu as well as ice cream desserts.

**Brunch:** The next brunch would take place on Saturday 24<sup>th</sup> June. Volunteers included Julie, Jim, Charlie and Jim Yule. A local family had requested vegetarian breakfasts so it was agreed that both gluten free and vegetarian would be provided. Scrambled eggs had proved popular but ran out quickly so both scrambled and fried would be on offer. Some tables to go outside weather providing.

#### 11. Trustee Meetings:

It was agreed that meetings would move to the beginning of the month.

Dates for next meetings agreed as

Wednesday 2<sup>nd</sup> August at 9am. Lauren to chair.

Wednesday 30<sup>th</sup> August at 9am. Ken to chair.

Wednesday 4<sup>th</sup> October at 9am. Jim to chair.

#### 12. AOB:

- Julie reported that discussions had taken place with Walpole residents who struggled to get good attendance at events. It was suggested that the Hub and Walpole Pavilion could work together, taking it in turns to host events.
- Jim queried whether the Hub's share of the Norse invoice for grass cutting for 2022 had been received and paid. Charlie confirmed that this had been paid on 3<sup>rd</sup> January 2023.

#### 13. Closed 11am.

Minutes agreed as correct.

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