



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 Wednesday 15th February 2023
at 9:00am in the Hub.**

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

Also attending: Charlie Yule, Madeleine Cox and Alex Dipple

1. Welcome and apologies for absence – none.
2. Minutes of last meeting 1st February 2023: Approved
3. Matters arising: none
4. Financial Update: Charlie provided a brief financial update. There were no major changes to the finances since the previous meeting on 1st February. Charlie confirmed that a budget for the year would be produced and reported on at the next trustee meeting. It was agreed that this would be published on the Hub website alongside the meeting minutes including records of wages.
Reserves: The Old Groynes funds of £2688.09 had now been transferred to the Hub account and ring-fenced in the reserves. Kids Club funding was due to be paid imminently.
Julie made reference to a sum of £20,000 held by Huntingfield Parish Council, for the Hub, to be used for capital expenses. Julie noted that once the Hub's lease was sorted these funds were likely to be transferred to the Hub's accounts. Julie would meet with the solicitors with David Blackmore and provide an update on the lease at the next meeting.
5. Public Meeting: It was agreed that the public meeting was successful although it was noted that there was low attendance from Heveningham. Charlie to produce a record of the public meeting and the questions asked to be displayed on the website. All agreed that more public meetings were required. Madeleine shared data from the meeting which indicated public support for proposed activities and classes. It was agreed that this data should be made public. Madeleine reported that Tai Chi was popular and had organised classes to start on Mondays from mid-

March. A book swap and cookery classes were also discussed with a village fete proposed for early September.

6. New Trustees: Potential new trustees were discussed with a sub-group suggested to follow up on new trustees.
Actions: Julie and Allan to approach potential new trustee to arrange a meeting and invite on board.
Ken requested copies of the charity commission booklet to provide info for new trustees.
Madeleine to add a page to the website with information about volunteering and becoming a trustee.
7. Coronation: Julie noted that preparations to celebrate the King's coronation should be led by the Hub as it encompassed the three villages. It was agreed that Julie would organise a sub-committee to plan a coronation event on Sunday 7th May. Julie shared that there was a Nation's Picnic taking place around the country and all agreed for Julie to take this forward. £400 was ring-fenced in the Hub reserves from the Jubilee, and it was agreed that these monies would be allocated to the Coronation.
8. i) Admin and Finance Report: Charlie reported that she had been contacted by a representative for the East Anglian Air Ambulance who were interested in holding defibrillator training for the community at the Hub. It was agreed that if there was good support for this and costs were viable it should go ahead. Charlie also reported that the charity Paypal registration was in progress and should be verified soon. This would enable card payments and a donation function through the website.
ii) Caretaker Report: Alex reported that Brian and Geoff had donated their time to assist her in clearing and inspecting the roof. Pearce and Kemp had been contacted about a broken exterior car park light and a hand dryer in the toilets. They would attend to assess both within the coming weeks. It was noted that water flow was very fast from one of the handbasins in the toilets and the toilet lights were going off too quickly. Jim offered to look into this.
iii) Marketing Report: Madeleine to write up the public meeting for the website. There was discussion about suggestion boxes for Heveningham and Ubbeston. Madeleine updated on discussions with Halesworth Men's Shed about commissioning a skittles run. It was agreed that plans and quotes were needed before proceeding due to potential costs involved.



9. Events

i) Brunch: Jim shared plans to cater for vegetarian and gluten intolerant diets at the upcoming brunch.

ii) Pancakes: The Rural Coffee Caravan pancake event was planned for Shrove Tuesday. Charlie encouraged trustees to attend to support Annette.

10. AOB: Allan raised requests from the community for a village calendar. Charlie to look into setting this up.

Julie asked for a decision on advertising in the Beccles Theatre Magazine for £40. All agreed.

11. Date of next meeting: Wednesday 15th March at 9am, Julie to chair.

12. Closed 10.46am.

Minutes agreed as correct.

Signed _____ Date _____