



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

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**Minutes of the meeting of the Hub trustees held on Wednesday 15th March 2023
at 9:00am in the Hub.**

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

Also attending: Charlie Yule

1. Apologies for absence – Alex Dipple
Julie welcomed Lauren to the meeting as a new trustee. It was noted that the trustees were now gender balanced for the first time.
2. Minutes of last meeting 15th February 2023: Approved
3. Matters arising: none
4. Financial Update: Charlie presented the accounts to date, alongside a budget for the upcoming 2023/24 year. Conservative projections for income based on already secured bookings showed a positive financial outlook for the new financial year with a modest surplus accrued by March 2024. Charlie to monitor and produce quarterly or monthly budget adjustments moving forwards. It was also agreed that the budget should be presented at the upcoming AGM. There was no change to the reserves balance. Charlie presented accounts for the Hare produced by Helen Cannon, Hare Editor, showing projected costs to August 2023. It was agreed that the three Parish Councils should be now be invoiced for their share of printing costs for this period.
5. Admin & Marketing Report: Charlie presented a marketing report which she had produced. The document detailed current booking capacity, assessed online visibility and marketing strategies against achievable goals. It was agreed that the plan would now be implemented by Charlie

who would report on progress of the marketing goals and targets at monthly meetings. The marketing plan would also be published on the website following the AGM.

Caretakers Report: Charlie shared a report provided over email by Alex. Pearce and Kemp had looked at a broken carpark outside light and were ordering a new drive and parts for its repair. Gilbert Electrical had conducted a review of the fire extinguishers held at the Hub. A fire extinguisher in the shed had been removed as out of date, and it was questioned whether one was needed in the shed. Extinguisher in works shed by the kitchen was also out of date and this was replaced at the time by the serviceman.

Gilbert Electrical also raised the need for an annual fire risk assessment to be produced and it was noted that this was now overdue. The firm confirmed this was a service they were able to provide and it was agreed that this should be booked at their earliest convenience.

6. Lease Update: Julie provided an update following her recent visit to the solicitors along with Cllr David Blackmore, Chairperson of Huntingfield Parish Council. Two unregistered pieces of land were still being queried. David had now signed a document stating that as far as he is aware the two pockets of land have always been part of the land owned by the Parish Council. This statement had now been sent to the Land Registry. Delays at the Land Registry could be up to a year before the paperwork was processed. In the meantime it was suggested that representatives from the Hub Trustees should meet with representatives from the Parish Council to begin drafting the lease. Julie offered to take this matter forwards and report back to the trustees at regular meetings. All agreed.
7. Coronation: Julie reported that the Coronation Committee had recently had their first meeting. Plans were in place for the Sunday of the Coronation Weekend (7th May) to include tractor and trailer rides from Huntingfield Church, a Mad Hatters Tea Party and toast to the King. Julie had applied for a grant of £1000 via Ubbeston Parish Council towards costs. Planters for all three villages were planned. It was agreed that food would be provided free of charge and drinks should be purchased from the Huntingfield Arms. All agreed that plans should be announced in the April/May edition of the Hare.
8. Youth Club Funding: Charlie shared plans for a new Youth Club and related youth activities for the local community. A team had been put together to run regular youth club sessions, with a provisional start date of May. Charlie shared that as a new organisation, the youth club was starting from scratch, and requested funding for the initiative. The Trustees agreed that the Youth Club met the parameters of 'educational and recreational activities' attached to the ring-fenced Heveningham and Ubbeston Village Hall Fund and agreed to grant funds once a formal proposal had been submitted at the next trustee meeting.

9. Brunch: The next brunch was to take place on Saturday 25th March. It was agreed that a collaborative approach to events was ideal now that attendance at brunches had risen. Charlie to look at setting up a share point where shopping lists could be accessed by all. Sara offered to purchase brunch items. It was agreed that gluten free options had proved successful and this should be continued at future events.

10. AOB:

Sue Lucas: It was noted that there had previously been plans to install a plaque for Sue Lucas at the Hub to commemorate her support for the Hub during her life. It was felt that a noticeboard dedicated to Sue may be more appropriate as there were already plans to purchase one. Ken agreed to share the plans with Sue's family. Julie offered to obtain quotes for the noticeboard.

Warm Room: the future of the warm room was discussed now that the weather was warmer. It was agreed that the room had been successful seeing regular use by a number of families in the community. All agreed to the room being rebranded the 'Social Space', which would continue to be open daily. It was agreed that the space could still be hired for private use at the previous hire rate for tutoring sessions and meetings.

AGM: It was noted that a date needed to be set for the AGM so that this could be advertised in good time. A provisional date of Monday 22nd May at 7pm was agreed.

Defibrillator Training: It was reported that there had been positive responses from the community and parish councils about holding defibrillator training at the Hub. Charlie to contact EAAA and the Heartbeat Trust to enquire about costs.

Public Meeting Data: Charlie to share this data on the Hub website as soon as possible.

Open Gardens: Jim shared that following a recent Millennium Green Trustee meeting the MG had decided it was too late for a plant sale this year. Charlie reported that she had received positive responses from members of the community who were keen to open their gardens this summer. Sara offered to speak with Mike about co-ordinating open gardens.

11. Date of next meeting: Wednesday 19th April at 9am. Sara to chair.

12. Closed 10.50am.

Minutes agreed as correct.

Signed _____ Date _____