



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

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**Minutes of the meeting of the Hub trustees held on Wednesday 17th May 2023  
at 9:00am in the Hub.**

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

**Also attending:** Charlie Yule

1. Apologies for absence – none
2. Minutes of last meeting 15th March 2023: Approved
3. Matters arising:
  - It was noted that on 10<sup>th</sup> May Sara had resigned her position as Hub Trustee. The trustees wished to acknowledge their appreciation for Sara's work for the Hub. It was agreed that Sara would be approached as liaison between the pub and Hub moving forwards.
  - Following Madeleine's resignation the trustees had reviewed the marketing and admin roles. The trustees had decided to allocate Madeleine's hours to Charlie, bringing the marketing role within the scope of her duties, as an investment into growth over the coming year.
4. Financial Update:

Charlie presented the finalised accounts for the charity commission but noted that the Charity Commission website was not accepting the submission of accounts yet. Accounts would be published on the website in the meantime, ahead of the AGM on 22<sup>nd</sup> May.

Finalised accounts for 2022-23 showed a significant loss across the year due to decreased bookings following covid and increased building and running costs. However it was noted that these figures included both income and expenditure for reserve accounts. Charlie to produce figures to show sums for income and expenditure excluding movement to and from reserves ahead of Mondays meeting.

5. Admin & Marketing Report:

Charlie reported that bookings had increased slightly with additional lapwing bookings. The social space rota was working well for opening and closing and new posters had been installed. Charlie had added a tab to the booking calendar to show social space bookings and would add a second additional tab for kitchen hire bookings. Charlie noted that the art class had been postponed until September due to low uptake. Charlie would work with Seasons to look at ways to market the classes to increase uptake. Kitchen hire discussions were progressing, with a trial day proposed in the coming weeks. Charlie had met with the business and also with Sara to discuss legal responsibilities involved in hiring out the kitchen. Bait boxes and cleaning rotas would be implemented immediately to ensure compliance with all health and safety and food standards requirements. Charlie noted that some regular bookings had not paid hire invoices for three months. Charlie would chase this up.

Charlie had been monitoring social media engagement in relation with attendance at brunch and other events. Numbers indicated that social media was directly impacting numbers attending events and it was agreed that this marketing strategy should continue to be used for future events.

Caretakers Report: Charlie shared a report provided over email by Alex.

Alex had requested the ovens to be cleaned and had ordered bait stations for the building. The kitchen cleaning record had now been installed. Brian had agreed to cut up and remove a fallen tree in the carpark which was blocking parking space. PAT testing was due and had been requested from Pearce and Kemp. There was a broken light in the kitchen which needed attention, Alex and Jim would assess this. Ingredients for organic weedkiller had been sourced. It was noted that the building needed painting, as it had never been done. Brian had offered to do this. It was suggested that a party of volunteers were organised to complete the paint with tea and cake on offer. Ken and Jim volunteered to assist with painting, Julie and Charlie to provide refreshments. A fire safety assessment had been requested from Gilbert Electrical. Alex to follow this up with them.

6. AGM: The running order for the AGM was discussed with Ken opening the meeting and providing the chairman's report, followed by the financial report. It was agreed that Julie would then speak to the coming year and future plans, ending with Lauren providing a new trustee's perspective. Fifteen minutes were allocated for Q&A. Charlie to produce PowerPoint slides with key info, and circulate accounts, key documents and the agenda, along with the Millennium Green Committee agenda via email and on the website and social media. Everyone agreed to meet at 11am on Monday to run through key talking points ahead of the meeting at 7pm.

7. Social Space: All agreed to social space remaining open through Summer.

8. Lease Update: No update, Julie to speak with David Blackmore and report back.
9. Coronation: The Coronation had been a success with good attendance from families within the community. The face painter had proved popular and the children enjoyed the tractor rides.
10. Defibrillator Training: Charlie reported that defibrillator training had now been booked and that EAAA would be in touch soon with proposed dates for the training to take place. There was no cost involved for hosting the training and all three parish councils had reported positive feedback from the communities about such training going ahead..
11. Noticeboard: Julie had placed an order for a wall mounted noticeboard to be installed on the front exterior of the building. The order had included an inscription dedicated to Sue Lucas, in recognition of her dedication to the Hub. The final total for the order was £540.
12. Events:  
Brunch- The next brunch would take place on Saturday 27<sup>th</sup> May. Julie had installed a whiteboard in the kitchen to keep track of ingredients. All agreed to assist with brunch where possible. It was noted that there had been some confusion in the community about brunch taking place on the last Saturday of the month or the fourth Saturday. It was agreed that Brunch would remain on fourth Saturday of the month with advertising wording amended to make this clear.
13. Dates of next meetings: Wednesday 14<sup>th</sup> June at 9am. Lauren to chair.
14. AOB: Julie queried whether the green bin had been renewed. Charlie to look into this and renew asap.
15. Closed 11.40pm

Minutes agreed as correct.

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