



**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 19th April 2023  
at 9:00am in the Hub.**

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

**Also attending:** Charlie Yule

1. Apologies for absence – Sara and Ken.
2. Minutes of last meeting 15th March 2023: Approved with amendments
3. Matters arising: Defibrillator training was raised however there were no new updates. Julie requested this to be added to the agenda for the next meeting.
4. Financial Update: Charlie presented preliminary end of year accounts, to be finalised for the charity return. The year summary showed a loss for the financial period whilst the reserves had increased with the addition of the Three Villages Theatre Group and Heveningham and Ubbeston Village Hall Fund. An adjusted budget to the end of May showed small gains for the beginning of the new financial year with positive projections for the full year.  
Reserves: Despite income from Parish Councils the Hare accounts were still a cause for concern. Charlie to revisit these and produce detailed accounts for the Hare by the next meeting.  
It was suggested that the WW1 Commemoration Fund totalling £119.52, ringfenced in the reserves, should be transferred to the Coronation Fund to be used towards upcoming celebrations. All agreed.  
The accounts would be finalised and submitted to the charity commission before the next meeting, and in good time for the AGM.

5. Admin & Marketing Report: Charlie reported that Lapwing had returned as a regular booking. She was in talks with a local business about hiring the kitchen as a dark kitchen. Terms of use would need to be negotiated to ensure it didn't affect existing use of the Hub.  
A water cooler was suggested for the foyer and Charlie to enquire about a grant to cover the cost for this. New booking enquiries had been received for sound healing and youth club sessions were due to start in May. Charlie shared that she was also setting up Storytime at the Hub sessions for the 0-4 age range one morning a week. It was also agreed that a rota would be drawn up for opening and closing the social space over the weekends to include trustees. Charlie noted that the toilets were getting more use now that the building was open daily and requested that the trustees as well as the staff checked these when passing to prevent mess.

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

The hot water machine had been serviced. Alex noted that the toilets had been blocked the previous week. The new window cleaner had come for the first time. They'd proposed to clean the windows monthly and the inside of the glass doors several times per year.

6. AGM: The AGM was confirmed to take place on 22<sup>nd</sup> May at 7pm, on the same evening as the Millennium Green Committee AGM. It was agreed that the Hub AGM would take place first, with the MGC AGM taking place second. A timed agenda was suggested to ensure sufficient time was allocated to the MG. A chairperson for the AGM would be required and Ken was proposed. The agenda for the evening was discussed, and it was agreed that in place of a chairperson being elected, the meeting should confirm the continued practice of a roving chair. Ken would produce a chair's report for the charity accounts which would be shared at the AGM, followed by a presentation of the accounts, budget and marketing plan by Charlie. The meeting would end with a short Q&A of roughly 15 minutes.  
It was suggested that the agenda for the AGM should be circulated with the Millennium Green Committee's AGM agenda, via email, on the Hub website and on social media.  
The Hub would provide a glass of wine and nibbles for all attending.

7. Lease Update: Nothing to report.
8. Coronation: Julie provided an update on preparations for the Coronation celebrations. Funding from the National Lottery had been declined. The Hub had agreed to supplement the funds already allocated to the celebrations up to an additional £500, bringing the total funds for the celebrations to £1033.36. A village clean up was planned for Sunday 30<sup>th</sup> in preparation for the event. Charlie offered to get the Kids Club Eco Warriors involved with litter picking and decorating the village.

9. Youth Club Funding: Charlie presented a formal funding proposal for the 3 Villages Youth Club, addressed to the Heveningham and Ubbeston Village Hall Fund c/o the Hub Trustees. The proposal was discussed and all approved a period of 6 months hall hire free of charge, funding totalling £500 and a three year undertaking, conditional on the Youth Club documenting evidence of ongoing need for the provision and engagement with the provision from the community.

10. Noticeboard: Julie had obtained quotes for an aluminium wall mounted noticeboard with space for eight A4 notices, totalling £500.08. The quoted sum included an engraved dedication to Sue Lucas. All agreed to purchasing the board, after speaking with Ken and Sara.

11. Events:

Bingo – Julie reported no attendance at the last two bingo sessions. Bingo would now not take place again until the Autumn.

Pizzas – The launch of monthly pizza nights had been postponed due to Charlie being unwell. The first pizza night was scheduled for the first Monday in June.

Brunch- The next brunch would take place on Saturday 22<sup>nd</sup> April. Julie suggested a whiteboard for the kitchen to keep updated shopping lists for Hub events. Sara to purchase sausages and bacon and Julie offered to purchase the other ingredients. Helpers for this brunch were Jim, Allan, Julie and Alex. Charlie would set up the tables with Kids Club on Friday evening and attend at 9am to help with preparations. It was suggested that a team of cooks and a washing up team would streamline preparations and clearing up. Jim offered to organise this using volunteers from the community to assist.

12. Dates of next meetings: Wednesday 17<sup>th</sup> May at 9am. Sara to chair.

Wednesday 14<sup>th</sup> June at 9am. Lauren to chair.

13. AOB: None

14. Closed 11.10am.

Minutes agreed as correct.

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