



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

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**Minutes of the meeting of the Hub trustees held on Wednesday 1st February 2023
at 9:00am in the Hub.**

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

Also attending: Charlie Yule, Madeleine Cox and Alex Dipple

1. Welcome and apologies for absence – none.
2. New trustees: Jim welcomed Julie as a new trustee and noted that a formal resignation had now been received from David Burrows and accepted by the trustees. The trustees wished to thank David for seven years of service to the Hub.
3. Minutes of last meeting 10th January: Charlie proposed a move to digital signatures for the minutes going forwards which was approved by all. Minutes of last meeting agreed and signed digitally. All minutes would now be held and circulated in digital format unless a paper copy was requested.
4. Matters arising: none
5. Financial Update:
Charlie provided full financial update for the financial year 2022-23. The main account had a balance of £16,856.39. A large bill from G-Core for the heating repairs had depleted the balance slightly. Some invoices for regular bookings from the three month period before Charlie was appointed were still outstanding and expected imminently. Charlie reported that some regular clients had been lost during that period which had reduced the regular monthly income however she had secured a number of new regular clients which she felt would offset those losses. More regular bookings were needed and all felt the public meeting would generate interest. **Action-** Charlie to produce a budget for the upcoming year.

The Reserve account balance was £9693.55. Charlie reported that Kids Club had a deficit of -£40.31 but confirmed that funds for the upcoming year were due shortly. The Hare had a balance of -£497.00 and Charlie and Julie confirmed that Parish Councils had previously agreed to contribute to Hare costs and would be invoiced for this. There was some discussion about accessing a grant for ongoing Warm Room costs. All agreed that current costs were manageable so funding was not required at present.

Ken reported that he was in a position to transfer the Old Groynes funds of approximately £2000 into the Hub reserve account but had encountered issues with Lloyds online banking which had caused delays. Ken would now close the Old Groynes account via letter and ask for the funds to be transferred to the Hub account.

6. 9.36am Closed trustee only session.

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Meeting resumed at 9.57am

7. Public Meeting: Ken outlined format for the meeting and shared the presentation slides and content. CIO information was missing from the Hub website, Madeleine to add this before the meeting. There was some discussion of questions that were likely to be asked. It was agreed by all that more transparency was needed and an AGM with financial report was proposed and agreed for May 2023, firm date to be confirmed. Charlie reported that the Co-op had agreed to support the event and provide vouchers for food and drinks. Charlie to thank the Co-op at the meeting. There had been good promotion of the meeting with flyers. Madeleine would put up posters in the area and Charlie and Julie would use email mailing lists to promote over the weekend. Charlie to produce itinerary for the evening.

8. Church notice board: Julie updated on a response from the church about use of their spare notice board. All agreed that it was too large for the space allocated for a notice board and would require cementing in place. Charlie to email Sally and update on the trustees decision.

9. Warm Space: Charlie reported that the Rural Coffee Caravan were in the process of adding the warm space to their interactive map of warm rooms around Suffolk. They would also promote the space to vulnerable service users locally. A visitor book was proposed so that use of the space could be observed. All agreed.

10. i) Marketing Report: Madeleine updated that the rebrand was mostly complete. The music event planned for March was expected to be well attended. A previous agreement with the Co-



op to cover the cost of guest speakers was discussed. Charlie and Madeleine would look into this.

ii) Caretaker Report: Alex reported an issue with luke warm water coming from the hot taps in the toilets. Pushing the booster button resolved this temporarily. A new window cleaner was needed and the fire extinguishers were due servicing. Alex agreed to arrange contractors for both.

iii) Admin and Finance Report: Charlie provided an update on the admin and finances which were now all up to date. The transfer to integrated accounting software had been delayed until the end of the financial year for ease of accounting. The Charity Commission website needed updating to removed David as a trustee and add Julie. Ken agreed to complete the trustee report for the annual charity return due at end of March.

11. Events:

Brunch: Last brunch very well attended with takings of £193.70. Next brunch scheduled for 25th February. Jim confirmed he was happy to lead the next brunch with Charlie to assist. Alex and Ken also offered support and Sara would supply hash browns.

Pancakes: Rural Coffee Caravan would be providing free pancakes for the community on Tuesday 21st February.

Coronation: It was agreed that plans should be made to celebrate the King's coronation on 7th May. Agreed to discuss further at the next meeting.

A Village Fete was planned for June, to be held at the Hub. Road closure was discussed but all agreed that this was not needed for such a small event.

12. Date of next meetings: Wednesday 15th February at 9am to debrief following the public meeting, with a further trustee meeting scheduled for Wednesday 15th March.
Ken to chair on 15th February, followed by Julie on 15th March.

13. AOB: none.

13. Closed 11:31am.



Minutes agreed as correct.

Signed _____ Date _____