



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

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**Minutes of the meeting of the Hub trustees held on Monday 7th August 2023
at 11:00am in the Hub.**

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

Also attending: Charlie Yule

1. **Apologies for absence** – Allan Pike
2. **Minutes of last meeting 14th June 2023:** Approved

3. Matters arising:

In December 2022 David Burrows stated his intention to resign as a Hub trustee. There had been some correspondence between David and the current trustees. At this meeting David's concerns were discussed and addressed with a formal response to his communications agreed. The matter is now considered closed.

4. Financial Update:

Charlie presented the accounts for June and July, including reserves. It was noted that the Hub expenditure continued to be higher than income however it was agreed that this was largely due to many regular classes and bookings finishing for the Summer. Charlie would continue to work on upgrading the bookings systems to the online SaaS booking database with integrated payments. This would ensure reduced admin time for managing regular and one off bookings, and Charlie predicted that her hours could potentially drop to as little as 20 per month under the new system, reducing costs. Charlie would also look into a number of grants including the Rural Business and Community Hub fund provided by East Suffolk Council towards running costs for community spaces providing services for rural communities.

Reserves:

The reserves balance remained unchanged, with the Hare balance continuing to improve. Julie noted that during the Covid19 pandemic grants received by the Hub were used towards redecoration. It was suggested that the sum of £5003.34 held in the reserves for redecoration could be used to reimburse the Hub's main accounts for the redecoration costs if required.

5. Marketing & Admin Report:

Charlie provided an update on the systems upgrades. Booking systems were moving to an online integrated SaaS database following a period of testing a similar system for social space bookings. Charlie noted that the system was easy to maintain and had been received positively by users who booked the social space. It also provided online payment options which would reduce admin hours currently allocated to generating invoices manually. Charlie expected to have the system in place by early September and would report on progress at the next meeting. Charlie also noted that bookings had reduced through July, likely caused by a web glitch which had directed booking enquiries to an incorrect inbox. The glitch had now been resolved and checks put in place to prevent a recurrence.

Marketing the Hub for weddings and larger events was also discussed. Lauren advocated for promoting a wedding package to feature new photos of the Hub dressed as a wedding venue. The package could be sold at wedding fairs and other events.

6. Trustees and New Trustees:

Ken had spoken with a potential new trustee. All agreed to move forwards with Lauren and Jim to approach and set up a meeting.

Another potential trustee was also discussed. It was agreed to wait for further communication before proceeding due to the individual's current circumstances.

7. Dog Waste Bin and Signs:

There had been several reports of dog waste on the grass outside the Hub and children's play area. All agreed that new signs should be erected stating that dog waste must be picked up, alongside signs for the bin in the children's play area.

8. Car Charging Points:

Huntingfield Parish Council had requested the trustees discuss the merits of installing electric car charging points in the Hub car park, as grants were available to cover the cost of installation. Julie had contacted Wilby village who had installed the charging points to clarify what the ongoing costs were. Julie reported that Wilby village had costs totalling £345 for the first year. The trustees noted that demand for electric car chargers was low amongst Hub users and agreed that going ahead with installation was not appropriate at this time, but would review this.

9. **Lease Update:** Nothing to report.

10. **Events:**

The July brunch had proved popular with a continental breakfast being well received by children and adults. It was agreed that this format could work well for summer months, with a return to cooked breakfasts for the winter season.

It was agreed to postpone pizza night and brunch for August as many volunteers were away over the Summer. More volunteers would be needed for September events.

11. **AOB:**

Jim noted that the Hub had an account on Nextdoor which was currently unused. Charlie to look into claiming this and using it alongside the Hub's other social media platforms.

12. **Trustee Meetings:**

Dates for next meetings agreed as
Wednesday 30th August at 9am. Ken to chair.
Wednesday 4th October at 9am. Jim to chair.

13. **Closed 13.15pm**

Minutes agreed as correct.

Signed _____ Date _____