



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

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## **Minutes of the Meeting of The Hub Trustees held on Tuesday 6<sup>th</sup> September 9.30am in the Hub**

**Trustees attending: Ken, Sara, Mike, David, Jim.**

**Also attending: Alex and Julie**

1. Apologies for absence. Received from Allan Pike and Carlyne. A letter of resignation was also received from Carlyne due to health issues. The trustees all agreed to wish Carlyne well and to thank you for her work as a trustee. Ken to write a letter of thanks.
2. Minutes of last meeting 12<sup>th</sup> July 2022. Signed and agreed as correct.
3. Matters Arising  
Recruitment of new Trustees. Following a plea in the Hare, no names have come forward. Trustees need to target and ask people in person. Names to Julie of anyone interested. Julie will put on the agendas of Heveningham PC & Ubbeston PC. Merger with Millennium Green. Jim will speak with Millennium Green trustees and report back. Need to ensure it is the best interest for both parties.
4. Warm Space. Following a suggestion that the Hub would be an ideal resource for a "Warm Space", David, Jim and Ken had discussed the idea prior to today's meeting and recommended to the trustees that this is an initiative we should take a clear lead on. Possibly, funding might be available. Working group formed to take project further. Sara, Alex, Julie & Madeleine will meet to discuss and report back.  
Other ideas: Log Bank, Food Bank, Fortnightly brunch, no set fee, pay what you can afford, between November and February. Work also with Rural Coffee Caravan and the Co-op.
5. Financial Update. Unrestricted funds of £18504.58. Restricted funds of £4956.97 also held in same account. Trustees agreed for the restricted funds to be moved and held in the account with the redecoration funds.
6. Reserve Accounts  
Funds from Old Groynes. Ken and Stephen Harrison have agreed to close the Old Groynes account and transfer to the Hub account providing this is held as a restricted amount to be used



for any future performances or plays, renamed the Three Villages Theatre Group. Thanks expressed to Ken and Stephen.

Funds from Hev & Ubb Village Hall. £5117.29 has now been received from this charity. This again will be held in the restricted accounts specifically for Childrens needs.

7. Rota for meeting chair.

1 <sup>st</sup> November 2022	Jim
10 <sup>th</sup> January 2023	Sara
7 <sup>th</sup> March 2023	Mike
9 <sup>th</sup> May 2023	David
11 <sup>th</sup> July 2023	Ken

8. Caretaker Report. Alex reported that there were several internal minor works need doing ie loose toilet seats. Jaden no longer has his window cleaning business, but has agreed to clean the Hub windows on 11<sup>th</sup> September.

9. Use of Hub kitchen for business. Trustees agree in principle. Would need more details and also to work out costings.

10. Events & Reports

Brunch-August brunch was buffet style that seemed popular and was less work for the volunteers. Sara has agreed that we could borrow the bain marie for future brunches. Crumpets and pancakes were also offered. Approx 25 people attended. Lot of stock left, each volunteer to do a stock take and send to Julie to save duplicate ordering. Next Dates:

September 24<sup>th</sup> Jim, Alex & Julie

October 22<sup>nd</sup> Sara, Julie & Jim.

Need to find more volunteers to help with the brunch.

Social Evening-Tickets. Approximately 20 tickets now sold. Trustees all to take responsibility to ask people if they would be interested in attending. Tickets must be pre-booked. Trustees to arrange the mash, peas, carrots & gravy. Raffle to be included, Jim to donate a bottle. Other prizes needed.

11. AOB. The shed has had a clean up, however needs shelving to keep kids club equipment in one area. Julie to obtain costs. Store room also needs a tidy.

Jim confirmed the bluetooth receiver has now been installed. Bill of £50 to be paid. Julie checked connection, all good. However only one device can be connected at a time.

12. Date of next meeting. Tuesday 1<sup>st</sup> November 9.30am. Jim to chair.

13. Closed 11.15am.

Minutes signed as correct.

Meeting Chair \_\_\_\_\_ Date \_\_\_\_\_