



**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 Monday 20<sup>th</sup> November 2023  
at 9:00am in the Hub.**

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

1. Apologies for absence – Ken Burnett.

2. Minutes of last meeting 20<sup>th</sup> November 2023: Approved and signed

3. Matters Arising

- Safeguarding Policy and DSL

Lauren has agreed to fulfil the above – amendments made as necessary

4. Financial Update:

- Income and Expenditure

The team looked at accounts over the last 6 months and looked at ways of reducing costs.

- Reserve Accounts

See above

- Hub Account Bank Card Application

**JC** to start application

5. Marketing & Admin Report

- Bookings

Polling station, **JM** identifying old customers to secure future bookings. Reasonably happy with bookings.

Gong baths future bookings **JC** to discuss with bookees

- Paypal Donate Page & QR Codes

To be discussed at future meetings

- Hare Article - **JM** to draft copy to promote Give as you Live for future issues
- Lauren suggested informal discussions and low key marketing to get volunteers to support the Hub. Social evening meeting? LM to get article for Hare and the website. Community News article – Village article – **JM** to follow up (Sara, Jim, Sally)

#### 6 . Caretaker Report

- Alex's Report –waiting for KLS to quote for freezer, **JW** to follow up various quotes. Trustees will make decision following this.
- Leaf bin – to be discussed at the Millenium Green meeting
- Village clean up suggested
- Jim's Updates – service plan and how much it is costing. G Core – engineer spend 5 hours here. Look at Mark Hitchins.
- Dog Waste Signs & Update – current signs are rain damaged. New signs distributed
- Reduce size of hedge – **JW** to discuss with Brian and Jim

#### 7. New Shed / Store Room Racking Update and Kids Club

Storage not sensible to buy anything until shed has been cleared. **JC** to push PC for a decision on new shed – consultation document going in Hare this coming month. **JC** to discuss extension to The Hub with PC. Could the shed go in the recess instead of the parking area to appease objections.

Kid's Club – lockable cabinet possibility. Kid's Club to print signs.

Shed clearance to take place once shelving etc has been installed

Kid's Club: asked to condense stock and anything 'valuable' to remove to safe keeping. Kid's Club to label.

Adult only area signs to be installed on storage cupboard and kitchen. **JC** to laminate sign and place

8. Lease Update: **JC** has obtained template of lease and waiting to hear from solicitors

9. **JM** to investigate 100 club similar money raiser

10. Suggestion box key:

11. Appliances for kitchen; see above

12. Upcoming Events:

- Brunch Jim, Jane, Alan and Mel, Ken and Ginny. Petty cash to be got rid of

13. AOB -

Kid's Club – DBS payment. Suggest Huntingfield Town estates trust and speak to Sheila

Renaming of the Warm Room - Request received to rename Sue's Room. However, due to recent grants received, it needs to be renamed Warm Welcome! Lauren to do new poster, changing opening times weekdays 9am til 5pm and weekends 10am til 5pm.

Walpole - Open Gardens trail to Huntingfield. Put to The Garden Club

Lauren to check email addresses and make it one address

14. Dates & chairs for upcoming meetings

Wednesday 7<sup>th</sup> February 2024 at 3.30am. Lauren to chair.

15. Close.

Meeting closed 11.05am.

Minutes agreed as correct.

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