

Minutes of the Huntingfield Hub CIO Annual General Meeting

Time & place: 7pm on 4th June 2024 at The Hub, Huntingfield

Present: Jim Wardale, Julie Collett, Lauren Moloney, Jane Moore, Allan Pike

1. **Apologies:** All Trustees present
2. **Minutes of the previous AGM of 22nd May 2023:** The minutes could not be found.
3. **Matters Arising:** None
4. **Trustee's Report:** Report received and attached. Thanks were recorded for the hard work of departing Trustees Ken and Sara, and Charlie who left the administrator post at the end of 2023. Charlie introduced an automated booking system and much improved website, but it had become evident that the Hub was continuing to lose money with insufficient new bookings needed to cover the increased costs of a paid administrator post. The Trustees decided to return the Hub management to a volunteer basis and reduce costs as far as possible, whilst continuing to pay wages for cleaning; our thanks to Alex for keeping the Hub very tidy. The Trustees need to add new fundraising events to the calendar and appeal for new volunteers to help make this happen.
5. **Treasurer's Report:** Report received and attached. The bank current account balance on 31st March was £2,577, with reserves of £13,087 in a savings account. A substantial loss has been recorded in the 23/24 financial year, consequently the Trustees have taken steps to reduce costs wherever possible. The expected outgoings for 2024/25 are £12,500, whilst expected income is £11,000 leaving a funding gap of £1500. Various fundraising activities are needed and the Trustees will need some additional help to make this happen. The following records the key points of discussion:
 - i. Trustees to provide a hard copy of the accounts report; this is attached to these minutes
 - ii. Maintenance costs have been calculated
 - iii. The Trustees will seek grants for Hub external re-decoration
 - iv. It was proposed that Race Night be a Hub benefit
 - v. An events rota is needed allocating names and responsibilities for fundraising events
 - vi. Parish Council to be approached to see if part of the precept can be allocated to the Hub
 - vii. The Hub should have a banner advertising 'Huntingfield Village Hall' with contact details and 'Hire The Hub'
 - viii. A coordinating meeting involving the Arms, the Hub and St Mary's is needed
 - ix. Donations should be sought for use of the car park and warm welcome. Posters with a QR code would be better than a collection box.
6. **Elections:** *Trustees:* All current Trustees were happy to continue for another year and were duly elected: Jim Wardale, Julie Collett, Lauren Moloney, Jane Moore, Allan Pike. *Chair:* it was agreed that the Trustees operated effectively as a team and would continue with a rotating chair. *Treasurer:* Julie Collett accepted a nomination to continue as treasurer. Julie was elected unanimously. *Secretary:* Jane Moore accepted a nomination to continue as secretary. Jane was elected unanimously. Jeanette Redway volunteered to help with events.

7. AOB:

- i. Consider homeopathy talk
- ii. Weekly coffee mornings could be tried.
- iii. Jeanette suggested a music night and would help with organising it, and also a Christmas pantomime.
- iv. Mike Stevens offered a list of activities and would help with organising some of them:
 - i. Wine tasting
 - ii. Willow weaving & basket making
 - iii. Cookery demonstration
 - iv. Art class – paint-along
 - v. Comedy evening
 - vi. Disco
 - vii. Flower arranging
 - viii. Table top sale
 - ix. Macrame workshop
 - x. Taxidermy workshop
 - xi. Chocolate making
 - xii. Fashion show
 - xiii. Barbecue
 - xiv. Christmas meal
- v. Julie suggested offering name plaques for a small fee.

The AGM was closed at 8:15pm

Minutes agreed and signed as a true record

On behalf of all trustees



...Lauren Moloney Date...18.06.2024.....

Trustee's Report for The Hub: Huntingfield, Heveningham and Ubbeston Village Hall

The Hub trustees have continued the task of rebuilding after some difficult years. We said goodbye to two valued trustees, Sara and Ken during the year and thank them both for their efforts and contribution. Charlie, our administrator also decided to leave at the end of 2023 leaving the task of running the Hub with the remaining trustees; we thank Charlie for her hard work and for the new systems she built whilst in the role.

These new systems included a new expanded website and greatly improved web presence that help to promote the Hub in online searches. Charlie also implemented a new booking system that improves and automates the process of booking slots and events at the Hub, reducing the administration load. We are now able to take payments online and via Paypal again making payments simpler for our users. The trustees are delighted that our long-term Pilates, Tai Chi and Zumba classes are continuing, as well as welcoming new Pilates and Relaxation activities. Hub brunches have continued successfully and bring in some very helpful funds to support our costs.

It has been a difficult year in some ways as rising prices have increased our running costs and paying wages has depleted our working cash funds. We have several ring-fenced funds that are fully protected and have not been affected by these changes. The financial plan as explained at the last AGM was based on there being a sufficient increase in the usage of the Hub to support these higher costs. I'm sorry to report that this strategy hasn't born fruit and the trustees have decided to return to a near fully voluntary approach to running the Hub (we do still pay for cleaning). We are extremely grateful to all those who help with cleaning, maintenance and opening up, particularly Alex, Brian, Geoff and Jana.

The decision to return to a volunteer approach to running the Hub means we have significantly reduced our outgoings, but this has left the remaining few trustees little time for anything else. We are planning new daytime events and talks as well as hoping to start some more regular classes including Yoga. The Hub has been responsible for the finances of The Hare and Kids Club; both have now been handed over simplifying matters to some extent. We are also reviewing charges for use of the Hub; we think it is reasonable to do this in response to recent inflationary pressures and will be bringing forward proposals a little later in the year.

As already mentioned, the remaining trustees are working hard to keep the Hub going, but desperately need some help, particularly with fundraising activities. If there is anyone in the community who would like to join us, either as trustee or as a volunteer to organise a fun event for the village do please let us know.

Allan, Jane, Jim, Julie & Lauren (Trustees)

Treasurers Report for The Hub: Huntingfield, Heveningham and Ubbeston Village Hall

	Accounts 2023-24		Budget 2024-25	
	Income	Expenditure	Income	Expenditure
Discontinuing Accounts				
3 Villages Youth Project	£1,508	£1,757		
Hare	£1,995	£1,548		
	<u>£3,503</u>	<u>£3,305</u>		
Income				
Donation & Grants (Warm Welcome)	£401	£425		
OFGEM RHI Payments	£2,265		£2,000	
Fund-raising (Brunch etc.)	£1,087	£35	£1,500	
Hall Hire	£7,633	£1,389	£9,000	£1,500
	<u>£11,386</u>	<u>£1,849</u>	<u>£12,500</u>	<u>£1,500</u>
Outgoings				
Insurance		£1,286		£1,500
Maintenance		£5,379		£4,500
Utilities (electricity, water, phone)		£3,920		£4,000
Wages (admin, caretaker, cleaning)		£8,639		£1,500
Costs of fund-raising		£652		£500
Costs of Hall hire (Supersaas, GoDaddy)		£451		£500
		<u>£20,327</u>		<u>£12,500</u>
Accounts Totals	£14,889	£25,481	£12,500	£14,000
Income Task (break even)	£10,592		£1,500	
Bank Account on 31/3/2024				
Current Account	£2,577			
Savings Account (reserves)	£13,087			
	<u>£15,664</u>			
Proposed Additional Fundraising Activities				
September Craft Fair, Tombola etc			£300	
October/November Fundraiser			£400	
Parish Council meetings; 15 @ £5			£75	
New class eg Yoga; 20 @ £15			£300	
Afternoon Talks; 5 @ £50			£250	
Early Spring event			£200	
			<u>£1,525</u>	