



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

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Meeting of The Hub Committee held on Monday 2nd November 2020 at 9:30am

**PLEASE NOTE THAT THIS MEETING WILL BE HELD UNDER COVID-19 RESTRICTIONS.
PLEASE SANITISE YOUR HANDS WHEN ENTERING THE BUILDING AND MAINTAIN SOCIAL
DISTANCE DURING THE MEETING.**

Attendees: Helen Cannon (Chair), Ken Burnett, Allan Pike, Tony Howe and Admin Clerk Julie Collett

Minutes:

The meeting started with welcoming Julie Collett to her new role.

1. Apologies for absence: Steve Moorhouse
2. Minutes of last meeting, 4th September 2020: Agreed and signed as correct.
3. Financial Update: Account in healthy position. Projected additional spend to end of year 31st March 2021 due to new paid roles is approx. £5000. Most services have been completed and paid for. Just play equipment inspection left, not due until March. Previously all expenditure has been covered by income. Plans need to be put in place to gain additional income to cover the extra expenditure.
4. Update – GSHP: G Core have been out to assess the problem. The connection has been lost and a specialist is due to come out to reset. HC to chase if not here this week.
5. Update - Roof leak: Improved since the debris has been cleared. Will continue to monitor.
6. Update - Manhole cover: Repaired and now paid for.
7. Update – Lease. Nothing further heard. JC to chase.
8. Update – Magna Carta leaflet: Another 1000 leaflets printed. Cost is about £200 per print. JC to contact Millennium Green Committee to look at paying for next printing.
9. Trustee roles and paid roles: Two paid roles have now been filled, Admin Role- Julie Collett and Alex Dipple as Caretaker. Both have now started their roles. Trustees have been appointed to support-Ken to support Julie and Stephen Moorhouse nominated to support Alex. TBC. The trustees met with two potential new trustees, both from Huntingfield, and have agreed to welcome them on board JC will confirm via email. They are meeting another two on 4th November, one from Heveningham and one from Ubbeston.



10. Current hall usage: Two regular users had returned to the hub. However due to the lockdown with effect from Thursday 5th November, the Hall will be closed for at least four weeks.
11. Amendments to Constitution: Once the new trustees are all on board, the constitution needs to be re-assessed to ensure all necessary policies and procedures are covered.
12. Plans for future development: This will be looked at by the trustees at the next meeting.
13. AOB: The resignation has been received from Chris Barnes former committee member. Chris was thanked for her work over the years. Agreed to change the email to a gmail account as numerous problems with the current email address. HC & JC to sort.
14. Date of next meeting: To be advised after lockdown. JC will request days and times that trustees are unable to attend.
15. Close: Meeting closed 10-20am.

Signed _____ Date _____