



The Hub, Brick Kiln Lane, Huntingfield, Halesworth, IP19 0QH
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Minutes of the Hub CIO Trustees Committee meeting on 7th October 2019 at 0930 hours in the Hub

Present: Helen Canon (chair), Tony Howe, Ken Burnett, David Burrows, Stephen Moorhouse, Allan Pike,

Agenda	Description	Content of meeting
1	Apologies	Chris Barnes.
2	Minutes of previous meeting 22 nd July	Approved unanimously.
3	Update – lease agreement with Parish Council	HC advises that the PC Clerk, Karen, states that we are responsible for the insurance. We are also responsible for areas outside the walls such as play area, parking etc. Helen to liaise with PC Clerk going forward. Action: HC
4	Update – manhole covers in parking area	SCH French completed the job. No charge to the Hub.
5	Update – automatic door opening.	HC advises that Cllr. Stephen Burroughes had agreed to provide up to £1,500 towards the cost of this installation. Julie Collett had asked for a quotation. Update from PC meet on 15/01/20: Cllr. Burroughes confirms funds and PC confirm they are happy with project.
6	Fridge freezer issue	HC – Fridge/freezer purchased for £189. Unit is in and working. Kitchen is now cooler and quieter. Unanimous vote of thanks to Helen for sorting it!
7	Fund-raising / events	HC – Profit from Spanish night was £250. KB asks who is organising events: A discussion followed that concluded that since no internal group had arranged entertainment for New Year’s Eve, a private booking had been made by Jive Club. KB offers to produce a document to formulate strategy, with a new approach in the New Year. Action KB
8	Trustee duties / Tasks	Committee discussed a duties list compiled by HC. TH offers to check messages on phone and keep a general eye on the building. HC to approach Brian for “caretaker” role and suggests an hourly rate as per cleaning. Action HC

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9	Floor finish – general maintenance	HC observes that the floor is beginning to look “ropey” and that it should be re-done. SM suggests that an internal decoration be undertaken before floor. HC points out that we have sufficient reserved funds for this. Committee agree that HC may action such re-decoration. Action HC
10	Shed	TH agrees to tidy. Action TH
11	Hub promotional booklet	HC to prepare a draft. Committee asked to submit content design ideas to Helen, who in turn agrees to send a draft layout by email to members. Action ALL
12	Marketing and Publicity	AP – Community News now gets information as to what’s on – eg. “Apple Day”
13	Financial status	The Hub regular income only just covers day to day running costs at the moment but is not sufficient going forward.
14	AOB	None
15	Date of next meeting	Monday January 20 th 0930 hours in the Hub
16		Chair closes meeting and thanks members



Chair: HELEN CANNON

Date: 20TH January 2020