



The Hub, Brick Kiln Lane, Huntingfield, Halesworth, IP19 0QH
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Minutes of the Hub CIO Trustees Committee meeting on Thursday 13th August 2020 at 1.30pm in the Hub

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

Agenda	Description	Content of meeting
1	Apologies	Christine Barnes.
2	Minutes of previous meet 20 th January 2020	Approved unanimously
3	Update – lease agreement with Parish Council	No update
4	Update – automatic door opening.	HC advises all in and working – no payment required from Hub.
5	Underfloor heating in meeting room	This has now been re-set and is functioning OK
6	Play area	HC advises that the relevant safety inspections have been carried out. Noted that the play surface area requires weeding.
7	Shed – update	No further updates at this time
8	Hub promotional booklet	See item 11 below
9	Steps to Millennium Green	No change owing to Coronavirus. Will review again later as part of a village clean up.
10	Hub closed status	Regular users will stay away till September/October: Stretch and strengthen, Zumba, Pilates Insurance, (Allied Westminster) are aware of closure and require information before the end of August. HC will inform them of continued closure and opening date to be advised. No cleaning is taking place at the moment. Amber, (local resident), requests a party for a 1 year old. DB investigated cleaning for this – Jana (Neat Spaces) is unable to commit at this time.

11	Resignation of Chair and the way forward	<p>KB and DB proposed:</p> <ul style="list-style-type: none"> • A record of appreciation to Helen for all her work for the Hub. • Her reasons for resignation were much regretted. • We need to put in place a structure without putting strain on individuals. • Discussion of problems that arose and look at a forward plan in order to reconsider, add to or subtract from duties of chair and trustees. <p>Meeting discussed and agreed:</p> <ol style="list-style-type: none"> a) Lockdown – too much work falling to chair. b) Chair is only female on committee – not supported sufficiently. c) Did not wish to continue because of “difficult situations” and was “put upon”. d) The new committee must strive to achieve a sense of “gender balance and, where practical, diversity”, so that we represent the whole community. e) Recommendation of a plan that allows the trustees to run the Hub efficiently and that we attend to this before recruitment or election of new chair. f) Presentation of the plan. (see attached document).
12	Financial status	HC: Applied for and received £10,000 government grant. Our financial position is therefore good at the moment.
13	AOB	
14	Date of next meeting	Thursday 3 rd September 2020 in the Hub, 0930 hours

Chair _____ Date _____