

Minutes of the Hub Management Group Meeting

3rd January 2022 – 1930hrs at Nocton Hub

Attendees:

- Cllr G McDonnell (Chair)
- Sqn Ldr S Haley (Treasurer)
- Mrs M Hall (Hub Manager)
- Mr R Webster (Ripon Arms (RA) Representative)

Actions:

Chairmans Comments:

Parish Clerk Simon Baxter has left the Parish Council (PC).

All to note

Previous Minutes:

The previous minutes were reviewed and the following amendments noted:

- References to B Roberts should all read 'R Webster'.
- MH observed that Item 5 - 'hourly cost...has not increased for at least seven years' should read 'hourly cost....has not increased for at least **ten** years'.
- The date of next meeting was changed from 5th January to 3rd January due to availability of the Hub.

Otherwise the minutes were accepted as an accurate record of the meeting.

All to note

Actions from Previous Minutes:

- PC approval of Terms of Reference - Chair confirmed that Terms of Reference were agreed at the Parish Council Meeting of 9th November 2022.
- Changing of cleaning schedule – RW relaid discussions to RA Committee and provided an email response to MH on 3rd November 2011 outlining RA understanding of obligations.
- Removal of landline telephone for the Hub – Chair has raised the matter with the PC and will chase at next PC meeting.
- Decoration of the Hub – *MH to source quotes for redecoration of toilet areas*. HMG discussed the use of volunteers in lieu of the change of Parish Clerk. It was agreed that the use of volunteers is acceptable to the current committee.
- Resignation of HMG Secretary – MH has put advertisement on noticeboard and Limespring magazine. No access is currently available to Social Media due to password access issues.

ACTION - SH to ask Geraldine for passwords.

Chair

SH

- Hearing Loop – RW discussed the requirement for Hearing Loops with Paul Weldon, the Building Control Manager for NKDC and provided an email summary to the HMG on 26th October 2021.

ACTIONS – Chair to request Access Statement from PC. RW to meet MH next Monday to measure the rooms to enable quotations to be obtained.

Chair/RW

- Hub Link and Booking – Clerk confirmed by email on 25th October 2021 that the Hub booking is now far more prominent on the Parish Council website and that the Hub Manager's contact details have been provided.
- Hygiene Certificate – Clerk confirmed to RW by email on 26th October 2021 that the Hub currently carries a NKDC 5 Star Rating

and is due for re-inspection in July 2022.

- Ramp Safety – RW has reviewed and found a suitable non-slip decking paint, estimated cost for three tins would be £112. It was agreed that the cost should be met by PC as it is not wear-and-tear.
- Air Source Heat Pump Servicing – MH arranged ASHP servicing which was undertaken on 2nd November 2022. MH advised by email on the same day that smart thermostats may assist usage and would obtain a quotation. A quotation has been obtained and sent to the PC for consideration.

Chair/MH

Agenda Items:

1 Finance Report:

SH reported that we have lost two regular hirers, however the invoicing is now on time and income is more regular. The next financial review is March 2022 and is expected to break even.

SH requested professional help for the end of year financial review.

ACTION – Chair to contact auditor to assist with Hub Review. Chair to report that finances are stable, but unlikely to be profitable to the PC.

Chair

2 Covid Update:

Cleaning has been increased in accordance with raising of government levels of advice, including particular attention to touch points, etc. It was agreed that we will still recommend use of masks in public areas to be reviewed as government guidelines dictate.

3 Hire Costs:

Current standard rates are £12.50/£7.00, or £10.00/£5.60 for regular or resident users and £8.00/£4.50 for regular local users. Kitchen £5/hr up to two hours, capped at 2 hours. Wedding package inc. kitchen from Friday 1930hrs-Sunday 1200hrs £150.

We are currently the only local village hall providing double-discounts and free setting up time. MH has checked local village halls with the following outcomes:

Branston Village Hall £12 residents £16 Sat/Sun, non-residents £16 Mon-Fri, £22 Sat/Sun

Metheringham – Mon-Fri £12/hr, Sat/Sun £15/hr

Wellington Memorial - £16/hr standard + £16 for setting up. Functions past midnight require £25 surcharge, kitchen £25 per hire or £10 for general hire.

ACTION – SH to compare and report back to Chair. Chair to refer matter to PC as MH and RW are excluded from voting, leaving the residual number of members non-quorate.

Chair/SH

4 Any Other Business:

- MH suggested PC to be contacted to provide a budget for Christmas decorations for next year following criticism of this year's decorations. ACTION – Chair to raise with the PC.
- SH advised that he will be looking to hand over to a new Financial Officer by the end of the financial year. MH advised that a suitable candidate may be available. ACTION – MH to contact candidate to check availability for start date.
- RA have installed a new router with dedicated channel for the till.
- RW asked whether the minutes of the HMG meetings are confidential

MH

or whether they can be tabled at RA meetings. It was considered that the minutes, once approved by the HMG, are not confidential and can be tabled accordingly.

Date of Next Meeting:

- Tuesday 1st March 2022 at 1930hrs

All to note