

# Hub Board Meeting Minutes

**Date:** 17 December 2025

**Duration:** 1h 11m

**Chair:** Dave Morris

**Attendees:** Ruth Keeling, Joan Curtis, Dave Selby, Nóra White (Office Coordinator), Sue Jameson, Roland Chuku Modu, Sandra Sutherland

**Apologies:** Sarah Hazlehurst

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## 1. Approval of Previous Minutes

- **Discussion:** Minutes from October 2025 approved as accurate.
- **Action:** None.

## 2. Finance Update

- **Discussion:**
  - November beat budget by £2,000.
  - Crowdfunding raised £7,100.
  - Grants secured: Lottery grant (ring-fenced), Warm Spaces grant (£1,000).
  - Café loss in winter noted; suggestion to review costings.
- **Actions:**
  - Continue monitoring financial performance across 12-month period to make sure Hub making a profit overall.

### 3. Budget & Living Wage Increase

- **Discussion:**
  - Draft budget prepared; awaiting accountant input.
  - Living wage increase to £14.80 by May 2026.
- **Actions:**
  - Finalise and circulate budget.
  - **Owner:** Nóra.
  - Review pricing for private hire in April.
  - **Owner:** Nura.

### 4. Successful Funding Application

- **Discussion:**
  - Lottery grant secured for outreach and engagement.
  - Need job description for new role and clear objectives.
- **Actions:**
  - Convene small planning meeting in January (Nóra, Joan, Sue, Ruth) to draft job description and plan January staff-board meeting which will agree objectives for the community engagement work which the lottery funding will fund.
  - **Owner:** Nóra.

### 5. Staff-Board Workshops

- **Discussion:**
  - January workshop: Goals for community engagement strategy.
  - April workshop: Share learnings from Nóra's training.
- **Actions:**
  - Plan April workshop.
  - **Owner:** Nóra & Ruth.

### 6. Rebel Borough Initiative

- **Discussion:** Hub should participate in 2027 celebrations.
- **Actions:**
  - Develop ideas for activities and potential funding bid.
  - **Owner:** Joan & Nóra.

## 9. Working Groups

- **Discussion:**
  - Personnel group functioning.
  - Community engagement group inactive; revisit in January as part of community engagement planning.
  - Finance group streamlined; consider adding fundraising.
  - Environmental group has not kicked off and possibly not needed if community engagement work can just amplify the efforts of existing groups and activities.

## 11. Next Meeting

- **Date:** Wednesday, 18 February 2026, 5:30–7:00 PM (aim for in-person).
- **Chair:** David Selby.