

Jubilee Hall

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31st March, 2010

(Registered Charity No: 246762)

Presented at the Annual General Meeting held on 7th June 2010

This report was approved at the Committee meeting held on 10th May 2010 for presentation to the Annual General Meeting of the Jubilee Hall.



Above: Sunday morning Church service held in the main hall, due to temporary closure of St.Stephen's Church for extensive repairs to the roof.

Following recommendations from the Community Council for Somerset & ACRE (Action with Communities in Rural England), the contents and format of this annual report has been modified from previous years. More detailed information concerning the details of administration will be found at the end of this report, and on the Winsham Parish Web Site- www.winsham.org.uk/jubileehall.

Introduction

For the first time in some five years there is a sense that the day-to-day management of the Jubilee Hall has achieved a measure of regularity. A pattern has returned to the cycle of events that govern its management, hire, fund raising and expenditure. However, it is a well worn cliché that an organisation that is not moving ahead is moving backwards. Conscious of a measure of truth in this, the management committee has been active in ensuring it is always looking to the future to ensure that the wonderful village hall for which we are stewards continues to serve our small community for many years to come.

The Committee has prepared a programme of planned maintenance and renewal that can be implemented and funded on an ongoing basis. Maintenance and renewal has to be funded from the hall's own resources. Grants have not usually been available for these items and this situation is likely, in the context of the economic climate, to become worse. It is therefore important that the hall's management looks to make plans and provision for inevitable future



expenditure. A more full explanation of how this will work is explained in the financial report that will follow.

Themed Dinners are an extremely popular fund raising event

Another pressing problem is the cost of heating the hall. The problems of providing acceptable levels of warmth during winter months are difficult. Different types of activity predicate different needs. Varying outside temperatures outside create varying heating needs. Prior use has an important bearing on the amount of

heating needed for a particular hire session. Not least of the problems is the cavernous vaulted ceiling; the fitting of the high level fans is, we hope, mitigating this effect of heat rising into unused areas. All the above are compounded by the escalating and fluctuating fuel oil costs. The action we are taking in response to this is stated in the financial notes that appear later in this report.

There are few small village communities that have a hall that offers such high levels of facility, comfort and convenience. Link this to the low cost of hire and we genuinely feel that the Jubilee Hall gives very good and cost effective service to the parish of Winsham.

In support of this claim we can report that the Hall successfully renewed Hallmarks I & II this year, accompanied by very positive comment from the Community Council for Somerset who run this national scheme in our county.

In addition we can point to other activity.

1. Repairs were carried out to the roof-the replacement of ridge tile damaged by high winds.
2. We have also replaced part of the Committee Room window that was showing signs of age.
3. The floor covering in the Disabled Toilet has also been completed.
4. The installation of high level air circulation fans has also been very successful in terms of improving the level of comfort in the main hall throughout the year. It remains cool in summer and warmer in winter, and the installation which is neither visually or audibly intrusive, has been well received by organisations using the hall. Unfortunately, it has not been possible to confirm that the installation has reduced our heating costs. The exceptionally long and cold winter, linked to widely fluctuating oil prices have made it impossible to make comparison with other years. This installation was funded by the National Lottery's 'Awards for All', who also paid for the improvement in access lighting at the rear of the hall.
5. The hall's garden has also been receiving regular attention by members of the committee, one taking on the regular cutting of the lawn and others doing sterling work in creating and maintaining flower beds. Our thanks also go to Simon Preston and John Houston who made and fitted the new Jubilee Hall name plate that now so clearly identifies the building, and to Diana and Phil Kershaw who maintain the very attractive hanging baskets that appear in the summer months at the front of the hall.

6. The Hall has also hosted a successful Take Art Production, with thanks to Stella Abbey who plays a major role in the organisation of this event.
A scene from 'The Tale of Betty Hoyt'



7. There have also been changes to the Premises Licence regulations, affecting the way in which alcohol could be sold on the premises. Initially we thought they would bring benefit. However on careful investigation we concluded that there were no cost effective advantages to be gained by making an application for the change.
8. The Jubilee Hall's Broadband and Computer facilities place us well ahead of most other halls in the county. It has enabled us to facilitate film shows using our digital

projector, PC training courses and the introduction of Wii facilities for hirers who wish to make use of them.

Bookings & use of Hall

Looking back over last the year bookings we have had some varied and interesting events.

There were two very successful drama productions. The first was 'Betty Hoyt's Ghost'. This excellent production by Stella Abbey of a local tale was performed 'in the round' and the hall accommodated this arrangement very well. This was followed by a 'Take Art' production of 'Moonfleet', which was suitable for all ages, was a sell-out and extremely enjoyable. We do not aim to make a profit on Take Art productions: they are organised as a contribution to community entertainment.

Two well organised Jubilee Hall fund raisers of themed supper evenings - Greek and Moroccan - were very successful. Members of the Committee made all the arrangements for food and entertainment which were very much enjoyed by all who attended.

A village building company, K.D.J.Slade & Sons Ltd, hired the hall for a safety training day which involved erecting a high scaffold tower within the main hall. This enabled demonstration and participation in safe usage as well as imparting safety instruction.

The Soil Association ran an organic dairy class event combining this with a visit for the delegates to a local organic farm. We were very grateful to the Sports and Social Club for their co operation in providing car parking for this very successful event.

The Parochial Church Council have used the hall for some services during the re roofing of the church, as well as the Harvest lunch and Lent lunch. The PCC also organised two film shows and two table top sales to raise funds.

The Art Group organised an art exhibition, W.I. hosted their regional day, and the Horticultural Society had two very interesting talks. The school and preschool held three Bingo evenings which were filled to capacity and very successful.

The Ballroom Dancing Group ran a dinner dance and a Christmas party. These events were greatly enhanced by the atmosphere created by the recently purchased mirror ball.

The Jubilee Hall also ran two series of training courses in elementary PC use in the two smaller meeting rooms.

In August the local Police organised a 'Street Dance Session' for the children

Bookings for meetings remain constant but private party bookings were down and the trend of reduced bookings for coffee mornings continues.

By the end of last year the number of regular groups and organisations meeting regularly had reduced from 17 to 13 and we have managed to maintain that number this year.

Overall the hours booked show a decrease on the previous year by approx 156 (11%). Efforts will continue this forthcoming year to maintain and, hopefully, increase the hall's usage, but to manage this we need ideas and continued support.

Year	Hours Booked	Hire Revenue
2005/6	1,564	£5,466
2006/7	Hall closed for six months during renovation	
2007/8	1,030	£4,594
2008/9	1,451	£4,827
2009/10	1,295	£4,321

The Financial position

The Annual Accounts have, as always, been prepared with our Treasurer's usual meticulous care, and checked by our Hon. Accountants - Mitchams. These Accounts provide a good deal of detail, expressed as simply as possible.

The Hall's income relative to outgoings show a healthy situation, and generally speaking, the Hall's Hire receipts have been maintained since the refurbishment, covering the administration, heating, cleaning, insurance and minor maintenance of the Hall.

Direct comparison with past years with respect to income is however complicated due to difficulties in defining the difference between hire and 'fund-raising'. The principle issue is whether fund raising events should be categorised as hall hire, if the hall is used. In some situations it makes sense to differentiate. In others it does not.

Another difficulty with making comparison between the years is the requirement to report in the accounts precise situations, rather than condense related items that spread across two accounting years.

This latter problem is illustrated by the loan of £3,000 from the Community Council for Somerset which appeared in last year's accounts under the heading of Grants, boosting income for that year, only to be repaid in this year creating an apparent deficit in this current year! The loan was taken out as a standby facility which proved unnecessary. Other examples are indicated in the accounts.

As stated earlier in this report, we hope to dedicate, each year, income from Fund Raising towards paying for future major maintenance. By building a reserve specifically 'ring-fenced' for this purpose we will reduce problems of paying for essential future maintenance which have always been a problem in the past.

We intend to start by allocating to this fund £7,500 from our reserves at the beginning of the next financial year, leaving, as at April 2010, a 'working capital' of £3,500 approx. to support 2010/2011 annual running expenses. This will be an internal management accounting procedure, controlled by the Management Committee, and the actual balances will remain at present within the Jubilee Hall Bank Account. As this balance increases and interest rates improve, it may be moved to a suitable Investment Account.

Total fund raising includes themed meal events such as the Greek and Moroccan evenings, drama productions, the Jubilee Hall Lottery and various donations plus gift aid. Last year these activities produced an extra £3,000 for Hall Funds.

It is also worth noting that hiring out of hall furniture and equipment to responsible organisations generated £310, which included £244 for the hiring out of the portable staging.

Heating costs increase year by year -sometimes there are sudden increases in the price of heating oil which cannot be precisely budgeted for. We do not propose to increase hire charges on a general basis to meet this problem, but plan to introduce a Heating Supplement of £1.00 per Hall hiring which will apply to the hire of the Hall between November and April each year. The supplement will be £2.00 if the Hiring charge is more than £15. The Grant assisted installation of electric fans has been completed, hopefully maintaining a higher comfort level in the Hall for no increased overall costs.

One thorn in our side is the cost of the Internet facility, which was linked to a two year contract, which due to circumstances beyond our control is not used as much, or in the way that we had planned. We are tied to this until the end of March 2011, when we intend to negotiate a different type of service contract more suited to our requirements.

The financial management of the hall includes a relentless battle against rising costs. This year we can report on some success with a running expense total of £4,706 compared with £5,162 last year. However we are fearful that the coming year may well be one of rising costs as the country comes to grips with the difficult economic climate. We hope the uncertain economic outlook will not have too much of an effect on the Hall, but there can be no certainty.

In 2009 we lost two valued members of our committee, and it is appropriate that we should take this opportunity to mark their passing. Roger Barrett was the Representative Member for the Parochial Church Council and John Loaring was the Representative Member for Winsham Band. Both were long serving members. John and his family had a remarkable history with regard to the Jubilee Hall. A member of the Loaring family had been either on the Parish Council Jubilee Hall Sub-Committee since the early 1900s or a Trustee of the hall since it received Charity status.

John and Roger are both very much missed.

Things to know about the Jubilee Hall...

Trustees & Officers

Trish Baxter, Paula Bramley Ball, Marjorie Fowler, Sarah Gleadell (Secretary), Norman Good, Janet Hendon, Karen Hodgson, Philip Kershaw (Treasurer), Kate Langridge, Daren Milton, Janet Smart, Sarah Love (Vice-Chair) John Sullivan (Chairman), Sandy Wells (Booking Secretary)

Sources of Advice & Support

Bankers: NatWest, Fore Street, Chard

Surveyor: R. Wells, FRSA, Church St; Winsham

Accountant: M.Parsons, FCA, Mitchams, Corn Exchange, Ilminster

Community Council for Somerset, Taunton, Somerset

Governance & Appointment of Trustees

The Jubilee Hall was built for the village as a Reading Room in 1887. In 1904 it was gifted to the village. It was administered by Winsham Parish Council until 1965, when it became a charitable trust. It is managed under the Trust Deed dated 15th September 1965.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. Nine trustees are elected at the Annual General Meeting held in June: each trustee serves for one year however they are eligible to be re-elected. In addition, each regular user group nominates one trustee. The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 3 further trustees on an annual basis.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

1. Health & Safety
2. Hiring of Hall
3. Equality & Diversity
4. Broadband & provision of Public Access
5. Concerns and Complaints procedure
6. Financial Policy

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music.

Risk Management Insurance

The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster (£500,000 cover). It is insured with the same company with respect to contents (up to £100,000) public liability (£5,000,000) employers' liability (£5,000,000), Contents (£20,000) and legal assistance. The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

1. A building condition survey is undertaken at 5-year intervals by a qualified surveyor

2. The mains electrical installation is checked by a qualified engineer every 5 years.
3. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.
4. Fire fighting appliances are inspected annually under contract with the supplier.
5. Volunteers from the Committee carry out other regular maintenance checks.

Objectives of the Charity

1. Provision of a village hall for the benefit of the inhabitants of the Parish of Winsham without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
2. Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

**The Constitution Document, together with many other items relating to the management of the Jubilee Hall, including minutes of committee meetings, can be seen on the Winsham Parish Web Site:
([www.winsham.org.uk/jubilee hall](http://www.winsham.org.uk/jubilee%20hall))**