

Jubilee Hall Management Committee: Minutes of meeting held at Jubilee Hall, Monday 4th August 2008

1. **Apologies:** Kate Langridge, John Loaring. Absent: Maxine Douglass, Sarah Love **Present:** John Sullivan, Sarah Gleadell, Phil Kershaw, Majorie Fowler, Janet Smart, Sandy Wells, Roger Barrett, Jacqui George, Norman Good, Paula Bramley Ball, Trish Baxter.
2. **Approval of Agenda:** John Sullivan pointed out additional items under AOB. Approved
3. **Approval of Minutes:** Approved and signed.
4. **Objectives for Year 2008/9**
 - a. **Establish bedrock reserve funds.** John Sullivan suggested we attempt to reach a reserve of £5K, having repaid the first £1,000 of loan due this year. Phil Kershaw reported that we currently have around £4K, in addition to loan but that oil, broadband and insurance will knock a big hole in this. Hiring income currently just about covers our costs.
 - b. **Capital Expenditure on Fan system and improved lighting for outside rear.** John Sullivan wishes to try to get grants for these from Awards for All. It was agreed he should go ahead and get estimates.
5. **Computer Course Programme (see Paper A attached).** John Sullivan pointed out income potential of computer courses, which will be held in committee room. Café will not open on course days except for refreshments for course pupils. Trish Baxter said that some villagers are still not happy about using café and might be interested in running one themselves. John Sullivan pointed out that café is not viable on its own and that without O&T the computers would soon become unusable. Agreed that we will try out courses for one year from this October and review after that. NLDC will pay publicity costs.
6. **Broadband Facility (See papers B & C)** Broadband is currently expensive (£750 pa) as we are paying for top level, including very high security. However, computer courses will easily pay for it. However, ~~if after a year~~ at the end of the current contract with BT Business-31st March 2010, this package proves unnecessary, given that children may not be involved, we will consider a cheaper package. New CafeContract with TOO (Tiger's Oshen Oasis) to run until 31st March 2010: however, 6 months notice can be given on either side. Janet Smart pointed out misleading sentence in paper B (under Jubilee Hall Café para – sentence beginning 'The hall has the right to allow certain long established hirers.....' This has been deleted (see Paper B attached to minutes). As stated before, and as applies to the whole of the hall, the committee room and kitchen will be bookable by villagers and the café will close for that time, given reasonable notice, and if this part of the hall has not already been booked for a computer course, or indeed for anything else..
7. **Budget for Youth Film training project.** John Sullivan reported that Sarah Love has been negotiating with a training group (Engine Room) to arrange a film-making training day for youngsters, which will make use of the film already taken with the camera purchased with a grant. This will cost £150. Phil Kershaw pointed out that we still have around £50 left of the original grant (the rest having been spent on computer equipment) and all agreed we should make this money available. The course will be free to the children (probably 6-8 of them). Proposed; Sandie Wells, Seconded: Jacqui George.
8. **Any other business**
 - a. **Take Art:** Performance to be held on 4th October in Jubilee Hall. Stella now out of hospital. Await her.
 - b. **Plaques x 2.** Wordings agreed as follows. Engraved laminate signs, white lettering on dark brown. 'Refurbished Hall opened by John Loaring. January 2007' 'New Committee Room and kitchen added 1988' Janet Smart very kindly offered to pay for the second sign since she was largely responsible for commissioning these works. Sarah Gleadell will arrange to get plaques made, which will cost around £50 each. Trish Baxter brought up subject of durable and handsome wooden sign for Jubilee

Hall with, Café Open/Closed sign on a hook, which would solve problem of temporary signs in the window. Sandy will talk to Kate Langridge about the possibility of Colin producing these.

- c. **Future of Jubilee Hall Lottery.** Much lower profit this past year (around £300), partly owing to changeover in post office. Previous postmaster was enthusiastic seller of tickets, temporary postal staff did not get involved. John Sullivan will talk to Julie, present postmistress, to see if she is willing to help. No decision made. Everyone to bring suggestions to next meeting.
 - d. **Fuel surcharge.** Discussion as to whether we should make an extra charge during winter months given greatly increased fuel costs. Jacqui George said that other halls do this. Phil Kershaw will come up with a proposal at next meeting. It should be a flat rate for all hirings: otherwise too complicated to administer. In any case, getting the hall up to temperature is usually the same for any hiring.
 - e. **Letter from Parish Council.** Trish Baxter read out a letter from Parish Council asking us to clarify terms of use for their weekly hiring. John Sullivan took note of detailed comments and will sort out a reply before their next meeting (first Weds in September)
 - f. **Hanging Baskets.** Marj Fowler pointed out how nice they look this year. Phil Kershaw explained that they are maintained by the Burgesses and watered by him and Anne, which is why they have lasted so well.**CRB check outstanding.** Roger Barrett mentioned outstanding CRB check for Tiger. John Sullivan told him that we are waiting for Sarah Love to collect documentation which is all ready: she has not yet had time to do so. Oshen will not apply until she has a visa.
9. **Date of Next Meeting.** It was agreed that the next meeting should be held at 6.45 p.m. on ^{29th} September 2008.