

**MINUTES OF JUBILEE HALL MANAGEMENT COMMITTEE MEETING
MONDAY 14th February 2005 at 6.45 pm**

1. PRESENT: John Sullivan, Phil Kershaw, Alison Edgington, Sandy Wells, Marjorie Fowler, Roger Barrett, John Loaring, Norman Good, Roger Beer, Sarah Gleadell

2. APOLOGIES: Cheryl Douglass, Maxine Douglass, Sharon Cox, Gillian Grabham

3. MINUTES OF LAST MEETING: Previously circulated, agreed and signed.

4. MATTERS ARISING – Co-option of Mr Mike Douglass

JS welcomed Mike Douglass and thanked him for his investigation into Health & Safety matters. JS then proposed that Mike Douglass should be co-opted to the Management Committee as Health & Safety Officer. Sandy Wells seconded and the motion was carried.

5. Secretary's Report. a) SG reported that SSDC licensing dept had pointed out 2 minor electrical defects mentioned on our new Electrical certificate. JS reported that Ken Banks had now fixed these and would give written confirmation this week. b) SG had received a letter from licensing dept re latest return on 160 Club Draw pointing out that we had exceeded amount permissible to give away as prizes. 55% is max, we had given 68.1%. Important this does not happen again. c) SG had received booklet on training courses for hall committees – passed to JS. d) SG asked if reply had been received to JS's letter re food preparation. No reply received. e) Further letter received from Anne Rose of WI re damp ingress to exterior noticeboard boxes. JS has emailed her to say that this will be fixed. **Action PK**

6. Financial Report PK reported that running expenses are roughly on a par with hiring income. Fundraising and donations, used for minor maintenance expenditure, had not covered this year's outlay: anticipated deficit on this for financial year will be £2,000 approx. owing to more work than usual (electrical works, dormer window, repairs to floor, etc). Reserves therefore reduced to an estimated £5,000 by end of financial year. Membership of 160 Club currently standing at 142.

7. Premises Licence. JS pointed out that new law passed on Feb 7th and applicable from November 6th will replace Public Entertainment Licence with Premises Licence, renewable on a 10-yearly basis. Hall will be licensed for 168 hour opening. We are not going to apply for Consumption of Alcohol licence, as we would have to appoint a Premises Supervisor to be responsible for this: not practicable. Hirers who wish to serve alcohol will have to apply to the Licensing Dept for their own Special Event Licence (up to 12 a year). This licence will cost more than current Occasional Licence obtainable from Magistrates, but it will be the hirer who pays.

JS also reported that Hallmark One inspectors are visiting on Friday 25th Feb. We are trying for Hallmark One status, and hopefully then go on to Hallmark Two.

8. Health & Safety – Adoption of Policy Document. Mike Douglass said that we must comply with Health & Safety regulations in order to be granted a Premises Licence. This involves producing a Policy Statement (also important for insurance and commonsense regarding fire equipment, lighting checks etc). **Mike Douglass** agreed to be responsible for seeing that new regulations are implemented & copy kept in hall. **Sandy Wells** will be in charge of First Aid box and any accidents must be reported to her (she will keep record). **SW** will also inform Hirers of H& S matters (she already does) **Phil Kershaw** will inform any contractors of H&S regulations (he already does) Public liability insurance should also be on display. **PK/MD TO SORT THIS OUT.**

Adoption of H&S Policy Document – Proposer: Marjorie Fowler, Seconded by John Loaring. Motion passed unanimously.

9. Risk Assessment. MD reported that Risk Assessment document is also required and must be available to hirers. He has produced this (e.g. faulty taps spray floor, make it slippery. Roger Beer has made temporary repair. Taps will be replaced). MD will keep records and up date as necessary.

10. No Smoking Policy. JS suggested that we should make the Jubilee Hall a No Smoking area, as this is now common practice in many public establishments. **Adoption of No Smoking Policy – Proposer: Mike Douglass, Seconder: Maxine Douglas. Motion passed unanimously.**

11. Jubilee Hall Structural Survey report & discussion. John Sullivan welcomed Rod Wells (Keith Portsmore unable to attend) and thanked them on behalf of committee for the hard work they had put in and immense trouble taken and attention to detail.

Rod Wells then presented the structural report, pointing out that it's purpose was to be a road map of work to be done over the next 5 – 10 years. He pointed out the main problems as follows:

Stonework structurally sound except for crack on south gable which has been there a long time. Could be fault in foundation: corner could have moved slightly. RW will monitor it over coming months with 'tell tales'. If not further movement, cracks can be filled. NB PK pointed out we are not insured for subsidence.

Timber: Active infestation by woodworm and Death Watch beetle noted, worst in exterior timber in wet rotten oak, and to a degree in main roof. NB Roof plates (which hold up roof) could not be inspected without invasive action. Rotten timber must be removed and replaced with treated timber on Barge boards and purlins a.s.a.p.

Windows: Some in need of repair. A couple beyond repair and must be replaced.

Roof: Main roof & kitchen extension roof OK. Small extension roof in urgent need of retiling – ingress of water is causing damp in storeroom. Old iron gutterings and down pipes in need of major repair or replacement.

However the most urgent problem is **FLOOR IN MAIN HALL**, Floor plates have disintegrated in places due to wet rot and no damp proof membrane visible. The floor boards do not comply with minimum safety regulations and need to be replaced. (See JS's note below)

At this stage, the question of disabled access was brought up and **Mike Douglass** pointed out that according to Disability Discrimination Act the service provider must see that use by disabled people is not prevented. Discussion ensued as to whether a hirer of the hall is also a service provider. Age of building makes it virtually impossible to give unassisted access to all disabled people: therefore we must make it clear by notices that Assisted Access is available to users who have problems.

At this stage Sarah Gleadell (Secretary) had to leave owing to previous engagement. Following note supplied by John Sullivan

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Notes of Meeting (Continuation) –Jubilee Hall Survey report meeting 14/02/05

At the end of his presentation of his report, Rod Wells said that he had heard comment, as a result of the distribution of the report prior to the meeting that no particular urgency related to the repair of the floor. He wished to correct this impression. **The Floor needed to be repaired as quickly as possible.** He then explained in some detail the nature of the problem. The wooden plates that supported the joists which in turn supported the floor boards were clearly showing signs of wood-rot caused, in his opinion, by the restriction of ventilation to the

under floor cavity, inadvertently created by the building of the Hall Kitchen and Committee Room extension, and possibly also due to the Victorian practice of not always creating an impermeable barrier to damp between the under side of the wooden Plates and the sub soil. Rod Wells made the point that the floor had only been lifted at three places and a full examination had not been possible, but the evidence suggested that serious rot existed in one plate at the north side of the hall and other evidence suggested that other plates were showing signs of rot. The evidence also suggested that the problem was not so serious on the southern side of the hall.

Mike Douglass then asked what was the position from a Health & Safety viewpoint.

Rod Wells expressed the view that the floor was in danger of collapse in the event of it being used by a large group of people jumping around. Mike Douglass expressed concern about this, and it was agreed that the repair must be carried out as quickly as possible.

The chairman then thanked Mr Rod Wells and Mr Keith Portesmore on behalf of the Committee for the work that they had done in the interest of the Jubilee Hall. He went on to say that it would provide a 'road-map' that could be followed in the years ahead to ensure that the Jubilee Hall was returned to good condition.

He then proposed the setting up of a sub-Committee, made up of the Officers of the Committee, including Mike Douglass for Health & Safety issues, plus any other members who feel that they can make a contribution. The remit of this sub-committee would be subject to agreement, but should be along the following lines: -

- ❑ Consider the report item by item, and agree which items should be implemented and include the 'Wish list' that is not part of this report, but nevertheless an aspect of improving the facilities of the Jubilee hall.
- ❑ Review the cyclical tasks, which are really revenue expenditures and not usually eligible to grant aiding, in the light of our experience and their effect on the cash flow of the hall.
- ❑ Evolve a strategy for establishing 'real capital costs' for the items agreed, and exploring sources of possible grants and raising funds.
- ❑ Establish a timetable for the above.

In the context of the above, it would then move to a decision of how we proceed towards implementation.

This Committee would of course report to the Main Committee on a regular basis, and seek ratification for any decisions made.

13. MEETING CLOSED at 9 p.m.

14 DATE OF NEXT MEETING

Sometime in March –Date to be advised