

# Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31<sup>st</sup> March, 2011

(Registered Charity No: 246762)

Presented at the Annual General Meeting held on 27<sup>th</sup> June 2011

*This report was approved at the Committee meeting held on 16<sup>th</sup> May 2011 for presentation to the Annual General Meeting of the Jubilee Hall.*



**A pre-Edinburgh Festival production of ‘Miss Havensham’s Ghosts’ was a highlight of the year, and played to a full hall.**

*Detailed information concerning administration of Jubilee Hall can be found at the end of this report, and on the Winsham Parish Web Site-*

*[www.winsham.org.uk/jubileehall](http://www.winsham.org.uk/jubileehall)*

## **Introduction**

The past year has been a difficult one. Many members of the management committee have had pressing calls on their time and energies, making it very difficult for the full range of things planned to happen.

The severe weather before Christmas also took its toll in terms of cancelled bookings. The same bad weather, which continued in one form or another into February, also brought with it the additional fuel oil and electricity consumption needed to maintain reasonable standards of comfort.

The escalating cost of energy was to some extent foreseen, and offset by the introduction of a winter heating surcharge that operated for all Hall hiring between October and April. It is regrettable that the organisations and individuals who use the hall had to shoulder this burden, at a time when all are feeling the pressures of a difficult economic climate, but the management committee felt that this was the most equitable way of facing this problem, which is likely to become an increasingly heavily burden. Ways of minimising these costs by the use of solar energy have been investigated, but although attractive, the debt it would involve, and the necessary fund raising that would accompany it, does not encourage us to take the matter further at this time. However, the situation will be kept under review.

The problem of generally rising costs on community facilities such as a village hall at a time of falling real incomes for users, creates severe pressures. The hall must pay its way, and the management committee also have a responsibility to keep the costs of hire as low as possible, to enable as many organisations in the village as possible to make use of it. In turn, this has to be balanced with the need to maintain the fabric of the premises in good order, to ensure that problems are not just being passed down to the next generation of management.

In view of the situation outlined above, this may be the right time to reflect on the nature of the Winsham community and its relationship with the management of the Jubilee Hall.



**A 2,500litre dual skin oil storage tank was installed during the winter. The main purpose of this high capacity tank is to achieve economies arising from greater flexibility in fuel oil purchase.**

In terms of management, it becomes very apparent, when difficulties arise for individual committee members, how much the smooth running of the hall depends on the entirely voluntary efforts of the Committee and its Officers. They carry out their regular duties without complaint, but situations this year meant that extra tasks had to be done at times not of their own choosing.

On an ongoing basis, committee members have to accept many of the responsibilities of running a business. This management resource is as valuable to the community as the

bricks & mortar of the building, something that is not always recognised! The Jubilee Hall, its management, and the support of the parish community represent a triangle of dependency. Each needs the other.

Despite all this, although not as much has been completed as one would have liked, a very positive attitude remains.

### **Bookings and Hall Use**

We are pleased to report that nine regular groups have continued to meet in the hall over the last year and are as follows:-

#### **Monday**

The Pilates group that meets in the morning has been running for about three years. It is a very friendly group, attracting people not only from Winsham but also Crewkerne, Chard, Wayford and South Petherton. This sociable group works on stretching and building up core body strength and mobility.

The Art Group meets in the afternoon and continues to flourish. There are at least two tutored sessions a month so there is the opportunity to try something new in a relaxed and friendly atmosphere. New members are always welcome and there's no need to be good at art!

The Aikido group meets on a Monday evening and Thursday or Friday evening and has been using the hall for many years. Unfortunately, last year saw a drop in numbers but these have started to improve and the total membership of children and adults has doubled to fifteen. This year has been very successful one with one member being awarded 5<sup>th</sup> Dan and the teacher being awarded 7<sup>th</sup> Dan.

### **Tuesday**

Tuesday is a busy day in the hall, with groups meeting morning, afternoon and evening. In the morning the Yoga group meets for an hour and a half of relaxation and breathing exercises followed by stretching toning and strengthening of the whole body, each person working at their own pace.

In the late afternoon dancers meet regularly for private practice sessions, and a Ballroom/Latin dance lesson follows in the evening. This friendly group has been meeting for seven years and endeavours to incorporate social events into their programme. From Sept 2008 until July 2010 an additional group was started because of interest from people who wanted to join but who were absolute beginners. The ballroom dancing group is always ready to run a beginners group again, should there be sufficient interest in the future.

### **Wednesday**

The Parish Council meets in the evening on the first Wednesday of the month and an officer is available in the morning of that day (from 10.30 – 12.00) for anyone to call in to the Parish Office for information or discussion.

## **Thursday**

Thursday morning has another regular booking for a private dance practice session.

In the afternoon, about eight enthusiastic people meet for two hours of bridge. The group members are always ready to welcome beginners who would like to learn or brush up on their knowledge of the game, or anyone simply curious to find out more.

The Winsham W.I. has been using the hall since 1918 (with a break taken from 1943-1950), meeting on the second Thursday evening of the month. They have a very varied programme of activities throughout the year, which aim to educate, entertain and widen the horizons of their members. The group also hosts parties with other W.I.s and incorporates entertainment into the programme, their recreation of Calendar Girls probably being the most memorable! New members are always welcome, as are visitors to some of their speaker meetings.

The Winsham Reading Group was formed in July 08 following an interesting Library Talk outlining how to run this type of group. This group meets on the third Thursday of the month to discuss a book chosen from the Somerset Library service. The members say that the committee room is an excellent venue for their meeting, providing them with a comfortable centrally located space, equipped with wine glasses they can borrow. New members are always welcome to give the group a try.

## **Additional Bookings**

There have been some interesting and varied additional bookings during the year, but unfortunately the number has been down on last year. This, together with the number of cancellations due to the extremely bad weather, has resulted in a drop in booked hours as can be seen below:

<b>Year</b>	<b>Hours Booked</b>	<b>Hire Revenue</b>
<b>2005/6</b>	1,564	£5,466
<b>2006/7</b>	Hall closed for six months during renovation	
<b>2007/8</b>	1,030	£4,594
<b>2008/9</b>	1,451	£4,827
<b>2009/10</b>	1,295	£4,321
<b>2010/2011</b>	1,091	£3,763

Despite the drop in numbers, there were some well organised and well attended bookings during the year. The Church continued to use the hall for some family services, a Lent lunch and the ever popular Harvest Lunch.

The Missionary Group's "School Dinner" Lent lunch was a hilarious event and much enjoyed by everyone who attended.

The Jubilee Hall ran an event to raise funds for the Hall. This took the form of a themed supper called "the Godfather" and those attending really joined into the spirit of things with plenty of dressing to character.

There were two very different drama performances; a pre Edinburgh fringe performance of "Miss Havesham's Ghosts" and a performance of "the Pardoner's Tale", following the lighting of the village Christmas tree. On the theme of entertainment, the Take Art event, an informal musical evening from Reg Meuross, was very much enjoyed by all those who bought tickets, despite disappointing attendance.

The Art Groups exhibition was as popular as ever, as was the pre schools bingo and Christmas fair. The Horticultural Society organised a talk and ran their very popular grand sale.

In May there was a whole day booking for Polling Day and in June the hall was used by the Pre-School to provide refreshments at the Street Fair.

There have been a number of bookings for meetings and the hall remains a popular venue for parties but the trend of reducing coffee mornings is continuing.

As in previous years, continued efforts will be made to maintain - and hopefully increase- the level of bookings and any new ideas are most welcome. Anyone wishing to try out a new regular group can have their first session free of charge, to give them the opportunity of establishing whether there is sufficient interest to justify continuing.

### **The Financial position**

The Annual Accounts, which are attached to the Annual Report, have, as always have 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, despite a fall of £558 ( 13%) in fees from hiring and the inevitable year on year increases in the cost of Insurance and energy.

Interpretation of the differences between the years defined in annual accounts is sometimes difficult due to the problem of defining in revenue terms, the difference between Hire and Fund raising.

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 problem has been referred to in previous annual reports. This year the situation is complicated that following the installation of a much larger oil tank we are holding much larger stocks of fuel oil, but inflating the amount spent on fuel oil, with the false implication that our use of oil has increased, which we believe is not the case.

In last year's report we stated that it was our intention to start a Maintenance account. This we did by allocating £7,500 to the account at the beginning of this financial year. A successful Insurance claim for damage to the Hall floor has increased this to £10,950, although the work covered by the claim will need to be carried out in the reasonably near future, linking it with other floor maintenance work that will need to be carried out. Total fund raising includes a themed meal event, a drama production that lost money, the Jubilee Hall Lottery and various donations plus gift aid. We also sold four of the Hall's computers, as we no longer had need for them.

Fund raising added £2325 to the halls revenue.

The financial management of the hall includes a relentless battle against rising costs. Generally speaking we have managed to follow our 'Golden Rule' of endeavouring to cover day-to-day running costs by hire charges, leaving other expenses, mainly the up-keep of the hall to Fund raising. This year we can report on some success with a running expense total of £4816 compared with £4,706 last year and £5,162 year 2008/9. The increase of 2.3% in the last year is below the rate of inflation, and reflects a real saving, if the existing oil stocks are taken into account.

## **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, 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 15<sup>th</sup> 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))**