

Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU
Annual report for the year ending 31 March, 2020
(Registered Charity No: 246762)

ANNUAL REPORT & ACCOUNTS- 2019/2020

Due to Covid 19 lockdown restrictions, this Annual Report was approved by Trustees on an individual basis, by e-mail. Normally it is presented at the Annual General Meeting but this has had to be postponed. In view of these difficult circumstances it was agreed by the Management Committee that the Annual Report should be published on line, with the opportunity for discussion being delayed until the 2019/2020 Annual General Meeting takes place, possibly towards the end of the year.



The last Winsham Parish Council meeting before lockdown took place on 17 March, observing strict social distancing. Thereafter, meetings were conducted via video conferencing - useful in the circumstances, but no substitute for the real thing. The Jubilee Hall has been the regular location for parish council meetings since Winsham Parish Council, one of the earliest elected Parish Councils, was formed in 1894.

Introduction-the impact of the Covid 19 pandemic

We need to start this annual report with reference to the problem created by the Covid 19 pandemic in the United Kingdom. The direct

impact on the Jubilee Hall only arose in the final two of weeks of this reporting year: the Jubilee Hall closed as part of the nationwide 'lockdown' on Friday March 20, although its threat had been seen in the decline of hiring in the weeks leading up to this date.

This closure has had little impact on the 2019/2020 accounts, or on the booking figures which appear later in this report. Doubtless the closure will impact heavily on these figures in next year's report. Plans to repair the northern boundary wall at the rear of the hall have been delayed until the situation returns to normal.

The Jubilee Hall Management Committee is confident that the hall's financial and management resources will be able to withstand this very serious situation. It is unlikely that the hall will reopen before September 2020.

Policies and procedures

In recent years, our Annual Report has concentrated - as an Annual Report should - on the Jubilee Hall's activities during the preceding year, as well as stating our aspirations for the future. Our activities and plans will be covered later in this report, but this year we will start by describing our ongoing policies and methods in the management of the hall, which apply to everything that the Management Committee does for the benefit of the residents of the Parish of Winsham.

First of all we follow the mandate set out in our Constitution:

(The Jubilee Hall)...shall be held upon trust for the purposes of a village hall for the use of the inhabitants of the Parish of Winsham without distinction of sex or political, religious or other opinions.

Our Trustees are currently nine in number, all of whom are unpaid volunteers. They are a mix of elected village representatives and representatives nominated by the larger village organisations.

Effectively, on a day-to-day basis, the Jubilee Hall is managed by three elected officers (Chairperson, Secretary and Treasurer) and – last but by no means least – the Hall Booking Secretary. However the opinions of other committee members are actively sought, should an urgent issue arise, concerning which it is not considered necessary or practical to hold an Extraordinary Meeting of the committee

The Trustees, otherwise known as The Jubilee Hall Management Committee, are guided by certain principles

- Total transparency in all our actions.
- The objective of keeping the cost of hire to the minimum whilst maintaining good standards of comfort and utility.
- Maintaining the fabric of the hall in good order, for the benefit of present and future generations,
- Maintaining strict financial standards, avoiding debt unless temporarily necessary for maintenance or improvement of the hall's fabric

Our general approach to these financial strictures is as follows:

- Hire charges cover basic day-to-day running costs - cleaning, energy, insurance, etc
- Fundraising efforts, such as the Jubilee Café, the Jubilee Lottery, etc help to meet the cost of day-to-day ongoing maintenance
- Major refurbishment or repairs are met by specific fundraising and grants.

We believe that fulfilment of our guiding principles is evidenced in the following ways:

1. Full details of our constitution, membership of the Management Committee, and minutes of all meetings of the committee can be found on the Winsham Parish Website, Jubilee Hall section, along with details of our operating policies, Annual Reports and Annual Accounts.
2. Our Hire charges are among the lowest in Somerset.
3. The hall is heavily used; those who hire and use the hall express complete satisfaction with the facilities and general utility of the hall.
4. The Jubilee Hall's financial position is sound, without carrying an unnecessary surplus
5. The Jubilee Hall also operates within published policies relating to: Health & Safety; Equality and Diversity; Financial Policy; Child Protection; Data Protection. It also has fully documented procedures relating to the Hiring of the Hall, Concerns and Complaints procedures. Full details of these can be found by following:

<http://www.winsham.org.uk/Jubilee%20Hall/Management/JHMGmntmattersindex.htm>

Booking secretary's report March 2019- April 2020

Year by year, as booking secretary, it has been good to be able to report a steady increase in the number of hours of usage of the hall for regular groups and additional bookings. Last year it was only because of the flexibility of some group leaders that we were able to accommodate all enquiries for additional bookings for important meetings and some family celebrations. This year has seen a change. We lost 4 of our regular hirers.

Early in the year, the ukulele group found that a reduction in their numbers meant was no longer viable to hire the hall (although I'm pleased to say the group still meets and has provided some excellent entertainment).



The Jubilee Hall was a great location for a private luncheon party for 67 guests

The organiser and leader of the successful children's group Dancing Dragonflies could no longer commit to running this group due to a career change. The regular Private Dance couple had to take a break due to poor health and Table Tennis went on hold due to a member needing surgery.

The good news is that we had monthly bookings for a new group called 'Acting from Scratch'. This new group got off to a good start in June. It is part of the Crewkerne U3A, but anyone in the village is more than welcome to join.

The hours for what was going to be a very heavily booked March were curtailed by the start of the Covid 19 outbreak. Regular groups began cancelling in the week preceding closure of the hall.

As well as regular bookings, several additional bookings were also cancelled. These included the annual Art Exhibition, a bridge fundraising afternoon, the Lent Lunch, a children's party and an all-day Family Celebration.

Hall booking levels for the last 5 years.

2015 -2016	1459
2016 -2017	1580
2017 -2018	1650
2018 - 2019	1739
2019 -2020	1540

An estimate of hours lost due to the necessary cancellation is 125 hours. This would have taken the 2019-2020 totals to approx. 1665. Regular hirers are listed below:

Groups that met weekly

My ballet (3 sessions a week); Aikido (2 sessions a week); Stretch and Move; Pilates; Yoga; Tai Chi; Mature movers/ad hoc group; Bridge; Babies and toddlers; Language

Groups that met monthly

Art (2/3 times monthly); Parish Council; Jubilee Café; Acting from Scratch

Throughout the year there were many and varied additional bookings
Children's parties are always popular as are family celebrations, including a 100th birthday party, a diamond wedding anniversary, and a family Christmas Day get-together.

The PCC invited all those who help the church to a 'thank you' tea and also held their annual Harvest Supper. There were talks, AGMs, committee meetings, public meetings and 3 polling days.

Fundraising initiatives included the Horticultural Society's very popular annual plant sale. The 'Emma's Emporium' evening featured live music and a hula hoop demonstration and raised funds for the Street Fair as did the committee's popular race night. The PFA ran their annual bingo evening to raise funds for the school.

The hall was hired on a regular basis for private ballet practice and there was a hula hoop practice in preparation for a stage performance in Bristol. The Street Fair organised a play on Street Fair day, together with a small exhibition of the school children's artwork for inclusion in the Winsham calendar.

Chard's 'Watch' charity hired the hall for its Health and Well-being day; Derbyshire's estate agency took the outside space at the side of the hall for an all-day valuation session. Father Christmas's Grotto was a very successful new initiative organised by the Street Fair

committee and the Chard Concert Band played carols in the hall following the lighting of the Christmas tree. Winsham Players' Christmas entertainment was another popular and successful occasion. Lastly, a new initiative by the JH committee called 'Talks at Teatime' filled the hall on a Sunday afternoon.

I would like to mention Rosie Clampett, who was invited to the Emporium evening to raise awareness of the village defibrillation equipment. Rosie also attended one of the baby & toddler sessions to share information with carers and parents about choking and resuscitation in little ones. We hope for more demonstrations next year.

The most memorable use of the hall this year must be the village 'pop-up' shop. This enabled Winsham Community Shop to continue serving the community, while essential works were carried out on the existing shop premises. This worked out well and was due to the cooperation, dedication and understanding of all concerned.

Treasurer's Report 2019-2020

At the end of what has been a good year for the Jubilee Hall our total income stands at £18,558.41 and expenditure at £16,260.74, giving a surplus of £2,297.67 (although this is down on the previous year's surplus of £4763.24).

There was increased expenditure this year under the Maintenance and Admin headings - at £7,582.03 and £1,264.08 respectively. The Maintenance increase was due to the planned refurbishment of the store area and gents' toilets. Survey costs were attributed to Admin. However, these increases were mitigated by a grant of £5,914.00 received from 'Awards for All'

There were also small increases in expenditure levels on Lottery (due to bigger prizes), Utilities and Yoga. However, the Hall's closure

meant that we could postpone purchase of heating oil to the summer months at lower cost.

Covid 19 closure cost us approximately two weeks of income in the 2019-20 financial year, resulting in lower revenue from Yoga, Café and Ballet/Ballroom; also, the Art Club Exhibition's change of weekend from autumn to spring sadly resulted in cancellation. However, we remain in a financially healthy position with in excess of £25,300 in the bank split between our two accounts.

Trustees & Officers

Chloe Besley, Paula Bramley Ball, Marjorie Fowler, Sarah Gleadell (Secretary), Norman Good, Bryan Goodman (Treasurer), Terry Goodman, Karen Hodgson, John Sullivan (Chairman), Steve Weller, Sandy Wells (Booking Secretary).

The Jubilee Hall has held the Hallmark Three Award - the top level for good management awarded by the Community Council for Somerset - since 2008

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:

<http://www.winsham.org.uk/Jubilee%20Hall/JUBILEE%20HALL%20INDEX.htm>

Appendix

Information regarding the Governance of the Jubilee Hall

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 September 1965.

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 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; they are eligible to be re-elected. Each regular user group nominates one trustee. In addition, three Village Representatives are elected. The trustees form the Management Committee of the Village Hall and have 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. Concerns and Complaints procedure
5. Financial Policy

6. Child Protection

7. Data Protection

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 terms and 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 PRS/PPL 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 and legal assistance (£20,000). 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 & Maintenance 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. Fire fighting appliances are inspected annually under contract with the supplier.
4. Volunteers from the Committee carry out regular maintenance checks.

Sources of Advice & Support

Bankers: NatWest, Fore Street, Chard

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