

Jubilee Hall Management Committee
Jubilee Hall, Church Street,
Winsham, Chard,
Somerset

MINUTES OF JUBILEE HALL MANAGEMENT COMMITTEE MEETING
MONDAY ,14th March at 6.45 pm

1. PRESENT: John Sullivan, Phil Kershaw, Sharon Cox, Sandy Wells, Cheryl Douglass, , Roger Barrett, John Loaring, Norman Good, Phil Kershaw, Roger Beer, Sarah Gleadell, Audrey Middleton,

2. APOLOGIES: Maxine Douglass, Mike Douglass, Marjorie Fowler, Alison Edgington

3.MATTERS ARISING: None

4.Meetings –New rules: JSS circulated new proposed rules to be adopted relating to the management of JHMS meetings. He explained that they were simply formalising what was normally regarded as convention. Copy of new rules attached.

Adopted. Proposed by Roger Beer and seconded by Sharon Cox.

5.Pre-School Group (added to agenda as an ‘Urgent ‘ item): JHMC considered letter received from Pre-school Group requesting temporary help with Hall hire charges, due to temporary cash flow problems. The Committee agreed that we waive the recent increase of £1 per session until September. It also agreed that a Wednesday morning session be allowed, and charging for this will be delayed until the end of March 2006. Sharon agreed that she would co-operate should another village organisation need to use the hall on a Wednesday morning, subject to reasonable notice.

Adopted. Proposed by Phil Kershaw and seconded by Sandy Wells.

6.Formation of two Sub Committees: JSS suggested that two sub-committees should be formed to help organise the Jubilee Hall rejuvenation program.

Fund Raising Sub-Committee-to be organised with the help of Sarah Gleadell.

Rejuvenation Sub-Committee-to consist of Committee Officers plus others as appropriate.

Adopted. Proposed by Roger Beer and seconded by Sharon Cox.

7.SECRETARY’S REPORT: Sarah Gleadell reported that we had received Alison Edgington’s resignation. A new representative will be nominated for the PFA. Sarah confirmed that we had now received the new Public Entertainment License, which would be replaced by the newly introduced Premises license later this year (prob.Nov.6th). JSS confirmed that the Licensing Enforcement Officer was visiting us on Wed.15th March to help complete the new application.

8.FINANCIAL REPORT: Phil Kershaw asked that we re-arrange Bank Mandates, as Julian Dorse is no longer on the JHMC. This applied to National Savings and National Westminster Bank accounts. This was done at the meeting. There are now three signatories-Sandy Wells, Phil Kershaw & John Sullivan. Any two of three may sign.

Adopted. Proposed by J.S.Sullivan and seconded by Sandy Wells.

PK explained that income for year ending 31st March 2005 is likely to be approximately the same as the previous year ending 31st March 2004, but expenditure was up, due to the electrical work that we had to carry out in the current year. This was largely balanced by a surplus in the previous year.

Income from the Lottery that we run, and donations from 'Friends of the Jubilee Hall' is about £1,000. About £370 will be distributed in Lottery prizes.

Final Accounts for the year will be tabled at the next Ordinary meeting, prior to the AGM.

9.Representative Members: JSS explained that a mix-up in the interpretation of the Constitution had meant that Village organisations had sometimes appointed the same person to represent two organisations. We have been advised by the CCS (Community Council for Somerset) that this was wrong and must be corrected. JSS asked those members to whom it related to sort it out prior to the new nominations which were needed in time for the next AGM.

There are also problems with organisations that never send a representative, and SG and JSS will examine this situation. Six Plus and Ki Aikido are two examples.

10.DEPOSITS & BOOKINGS: Sandy Wells reported on the comments made by the Hallmark I Assessment Team that we should take deposits on Bookings. The matter was discussed at some length and the JHMC agreed that this was not appropriate to the nature of the Bookings we accepted. If we encountered a 'High Risk' Hirer we would not let the Hall to them.. Sandy does have the option to charge a deposit and this would continue to be left to her discretion. **No vote taken.**

11.Health & Safety .It was agreed that Mike Douglass would investigate the purchase of fireproof roller blinds to replace curtains currently in use and report to next meeting.

12 . Progress on Hall Rejuvenation Program. JSS reported briefly on the discussion he had with Robert Shearer who was legitimately concerned that the rejuvenation program forced upon us might be a question of sending 'good money after bad'. The whole question of a new Village hall had been discussed at length, and that we now had Robert Shearer's support for the project. However long term plans for a new hall will be raised with the Parish council as part of an overall Village plan.

However it was becoming clear that the rejuvenation project will need to be broken into two parts, the first concerned with the work needing to be done to the Floor and Ceiling of the main Hall, the repairs to the small roof and the electrics and lighting. This work is of vital importance, and the hall will be forced to close within a year or so if it is not done. Work is now proceeding on locating sources of grant money and the preparation of specifications to form the basis of tenders.

13.Hallmark 1.Sandy Wells and JSS reported on the visit by Hallmark I inspectors. Every thing seemed to go well, and they seemed to be impressed by the level of

bookings and the ‘signing’ in the Hall. They were very impressed by the Notice Boards outside the Hall, and also the volume of Bookings. They also made a few helpful suggestions, as already reported. Their decision is expected shortly .JSS reiterated that Hallmark I is essential for getting grant money, especially at County and District Council level.

14.Date of AGM. Tuesday, 3rd May.7.30pm in the Committee Room. The next Ordinary meeting will precede the AGM, at 6.45pm on the same day. In future Ordinary Committee Meetings will be held on a Tuesday at 6.45pm in the Committee room.

15.Any other Business.

1. Roger Barrett raised the tax benefits of Gift Aid .PK acknowledged this and said he was investigating.
2. Audrey Middleton asked us to distribute the recent News Letter to all residents in the parish. JSS welcomed the idea and said that a more ‘newsy’ version would be distributed in a month or so, when fundraising was in position.
3. A discussion on the responsibilities of Trustees took place. JSS said that a copy of the Constitution, along with a summary, and a booklet published by the Charity Commissioners on the duties of Trustees would be distributed to all JHMC Members within a few days.

Lottery Draw

Winner	Amount	Number
January 2005		
Mrs Jan Sullivan	£10	14
Mrs J.Hobbs	£10	139
Mr N. Good	£5	60
February		
Mrs G.Cubbage	£10	157
Mrs J.Saunders	£10	87
Mrs A.Middleton	£5	31
March		
Mr R.Wells	£10	52
Mrs P.Barrett	£10	42
Mrs S.Wells	£5	53

The Meeting ended at 8.00 pm

Sarah Gleadell (Secretary)
p.p.J.S.Sullivan 15/03/05