

Jubilee Hall Management Committee

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Minutes

Meeting held at the Jubilee Hall Monday 26 November 2007

1.Attendance: John Sullivan (Chairman), Sarah Love (Vice Chair), Sarah Gleadell, Norman Good, Sandy Wells, Philip Kershaw, Marge Fowler, Stella Abbey, Jacqui George, Roger Barrett,,Janet Smart, Kate Langridge **Apologies:** John Loaring

In his opening greeting, John Sullivan made a heartfelt plea for a return to the cheerful and cooperative atmosphere of meetings over the past couple of years, while the refurbishment was under way. He said that recent events have caused some problems, but things have now settled down and it is vital that the committee continues to work as a good-natured and united team. General agreement voiced.

2. Approval of Minutes. Minutes of 23/9/07 approved and signed, following question from Janet Smart asking for explanation for increase in phone bill. Phil Kershaw explained that we previously had a low user bill with bar on phone. Broadband connection means new tariff. Café have use of phone: they have paid all mobile calls to date. In future they will pay for all calls less 10%, which should cover calls by other users. Phil Kershaw to enquire into possibility of cheaper supplier for all-in package, as from March free broadband use ceases.

3. Approval of Newsletter & Policy on approval of other JH promotional items. Stella Abbey had objected to some of the content of N/L drafted by John Sullivan and others, and felt strongly that any N/L should be discussed and approved in committee before printing . After much discussion, it was agreed that a JH newsletter would be issued from time to time (probably twice yearly) and that we should get one out before Xmas this year. A subgroup of Marge, Janet and Kate & John Sullivan was agreed: they will put it together. To be distributed by hand. Stella volunteered to help with this: more volunteers needed. So far as other JH promotional literature is concerned, John Sullivan asked if he now needs full committee approval for articles etc in Parish mag and putting JH documentation on website (he normally shows what he has done to one or more officers of the committee in any case). All agreed that he should continue with this practice as before.

4. Financial matters

Current position. Phil Kershaw reported that we are still owing £4,000 on refurbishment and hope to repay this before end of this financial year. Insurance premium has increased during to hall refurbishment. He has achieved a good reduction on quote, but still expensive. Roger Barrett suggested contacting Ecclesiastical who insure halls as well as church premises. Janet Smart suggested NFU Mutual. Phil Kershaw to investigate these as matter of urgency. Phil pointed out that Café is not covered for Public Liability under hall insurance. Insurers would prefer JH to have formal hire agreement with café who will pay own PL premium. Café are to pay £4 a day (£20 a week) for trial period of 6 months. So far café has generated £300 extra income PC users group on Fridays going well, as are Friday suppers.

Additional electricity meter Café will pay electricity weekly in arrears (separate meter).

5. Café and Broadband Facility. Café is now to be called ‘Jubilee Hall Café’ on notices on outside of hall (will probably still use own names on internal menu board). As previously stated on several occasions VILLAGE USERS WISHING TO BOOK THIS PART OF HALL for their events TAKE PRIORITY and café will close early or for the whole day according to timing required. New opening hours for Café are 9.30 – 3.30 Mon-Thurs, Fri 9.30-8 pm. Closed at weekends. **Broadband** We are getting more than 10 times broadband use than any other village in the area, mainly due to café supervision. PC users group on Fridays going well, as are Friday suppers

6. Computer training. People are asking for more training and are prepared to pay for lessons (32 people have expressed interest) Oshen has volunteered to set up 2 sessions a week, 8 people to a session, paying £5 a time. 50% of these receipts will go to JH. Could bring in £500 for JH in first 3 months. Stella Abbey asked if these sessions would be cancelled if other village users wanted to hire the hall: Sandy Wells pointed out that these hirings would be normal bookings not related to the café so the ‘villagers get priority’ rule would not apply in this case. John Sullivan has been investigating other sources of funding, in particular grants for Neighbourhood Learning in Deprived Communities. Hall is excellently equipped as training venue, well placed to become a centre for Adult Learning courses, which would involve more regular hirings. This is potentially a very important source of future regular income for the JH.

7. Comments and Complaints Procedure. Sarah Love has drafted a document, which, it was agreed, should be part of the booking pack. Stella Abbey asked how this information was to be disseminated to the community. John Sullivan said it would be on the website, and, of course, anybody hiring the hall would receive it, along with the existing Comments & Feedback form: it was suggested that a summary should also appear in the forthcoming newsletter. This was agreed.

8. Booking Secretary’s report. Sandy Wells reported that we now have 9 regular bookings, including a successful Children’s Party featuring a bouncy castle (N.B. insurance cover for castle depends on a member of the committee being present: Stella Abbey pointed out that this might not always be possible. Sandy Wells said she was happy to be there on this occasional and would play it by ear if it arose again.). A training day went well. There is a horticultural talk on Weds, Take Art performance on Thurs. Bookings gradually building up, but more are needed (see Computer Training above) The Yoga classes continue to generate good income.

9. Take Art performance 29 November. Stella Abbey reported that ticket sales are going well (70 approx. sold to date, 100 max.). Stella will meet and greet actors at 5.30 p.m. Roy Smart, Roger Barrett and Sandy Wells have volunteered to help set up hall. Phil Kershaw has ordered glasses. Wine being purchased from shop to be sold at £1.50 per glass. Bar to open at 7 p.m. John & Jan Sullivan volunteered to operate bar before performance. Giles & Sarah Gleadell and Rod Wells will help during 30 minute interval.

10. New Year’s Eve party – planning report. The draft poster and tickets were presented to the Committee by John Sullivan. Janet Smart suggested certain design modifications that were agreed. Kate Langridge asked that ‘children’ replace the word ‘kids’, which was agreed. Sarah Love said that the age for free tickets (currently 14) had been queried. Raising age to 16 is under consideration. Printing will proceed as soon as above have been reconciled, and ticket sales will commence.

11. Gwilliam Memorial Trophy. The trophy and framed citation were displayed for the committee members to see. It is now in the safe keeping of Sandy Wells.

12. Hallmark III. John Sullivan reported that the Inspection for Hallmark III seemed to have gone quite well, with no major issues raised to cause concern. Will probably hear result in two/three weeks.

13. E-mail Accounts for non-PC users on the Committee An idea for enabling committee members without e-mail to receive e-mails was rejected by Stella Abbey.

14. New Name Board. John Sullivan reported that we were in earliest stage of considering a new external name board, to be located where the old black notice board used to stand. The point was made that it should be removable, and this was agreed. It would also have space for a couple of A3 posters.

15. 2008 Jubilee Hall Lottery. Launch of next year lottery is being delayed until John Sullivan has discussed the sale of tickets with the new temporary Post Mistress.

16. Date of next meeting. January 21st, 2008, at 6.45pm. Jubilee Hall Committee Room