

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

Please reply to:
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Minutes of meeting held at the Jubilee Hall on Tuesday 29 November, 2005 at 6.45 p.m.

1. **Present:** JS, PK, SG, R Beer, R Barrett, AM, MF, NG, JL, SW **Apologies:** MD, CD, SC
2. **Minutes of last meeting** Approved and signed
3. **Matters arising from Minutes** Norman has kindly made a ramp. Fencing around scaffolding needs to be made secure. **JS** to speak to Leightons. Ken Banks has fixed the flickering lights for a reasonable fee. Black noticeboard to be taken down and not replaced until works are done.

4. 150 Club draw

November		
68	£10	R. Smith
95	£10	G. Peppler
71	£5	J C Smith
December		
90	£50	C. Ellison
53	£20	S. Wells
157	£10	Mrs G Cabbage
154	£10	K Dorse
158	£5	Mrs G Cabbage

5. **Booking Secretary's Report** Sandy has produced new information pack and booking forms as a result of Hallmark recommendations, and model agreement obtained at Village Hall conference. The pack also includes info re temporary events license, music etc. The new booking form is a legally binding document. Pack will go to any new hirer. Regular hirers will only need to renew their booking form once a year
6. **Financial Report:** PK reported that we have had a £200 donation from the horticultural society. The income for this financial year will be about £10,000. JS produced the fund raising position as at 29 November (attached).
7. **New Lottery** 73 subscribers to date, of which 44 are through Post Office. Number of subscribers larger than in previous years at this stage.
8. **Health & Safety** Sandy reported on new 2005 Fire Legislation reform, which has to be proactive with risk assessment and named person to keep records & maintain equipment. Mike Douglass will be this person, going on course on 6.12.05. We must make sure that renovations comply with new regulations.

9. Fund Raising report – also Fund Raising Committee report SG reported that Leigh House event will net over £1,000. May do another concert in the spring. JS reported that £22,000 grant from SSDC looking fairly firm. County Council had no money to give us – possible that this will change in future, but not v. likely. We have approached DEFRA for £32,000. Good chance of getting 75% of this. We will know by end Feb. We have applied to Wyvern for the balance of 25%. If both these come good, we will be in a position to do most of the work next year. We will need to continue fund raising for a second phase, which would involve such things as outside storage, new seating, projection equipment etc (£15-£20K approx). We also must raise enough to carry out proper preventative maintenance on a regular annual basis.

10. Works schedule See above. To be discussed at next meeting

11. AOB None.

12. Date of next Meeting: NB MONDAYS FROM NOW ON. Monday 30th Jan 2006 at 6.45 p.m