

Jubilee Hall Management Committee

Jubilee Hall, Church Street, Winsham, Somerset

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Chairman: John Sullivan 01460 30026
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Minutes of Special Meeting on 20th June ,2007 at 6.45 pm in the Jubilees Hall

1. Attendance: John Sullivan (Chairman), Sarah Gleadell, Norman Good, Roger Beer, Sandy Wells, Philip Kershaw, Marge Fowler, Stella Abbey, Kate Langridge

Apologies: John Loaring, Jacqui George, Roger Barrett

2.Purpose of Meeting:

JS explained that a number of matters had arisen during the previous week or so ,action on which required the Committee's consideration.

Some arose from the visit from the Community Council for Somerset in connection with our Hallmark III application that had been made some weeks ago. This is arranged for Monday, 25th at 11.00am.

There were also other matters of importance that needed to be discussed or reported upon

3.Reinstatement of Public Access Broadband Facility.

JS was pleased to report that the circumstances leading to our suspending the Broadband service based in the Jubilee Hall have now been reconciled to our complete satisfaction, following a meeting attended by JS and Oshen Duncan,with representatives of the Broadplaces Project, Cetstat and the Community Council for Somerset.

4.Requirements for Hallmark III

JS stated that it had become apparent that in order to fulfil the requirements for some aspects of Hallmark III, the Jubilee Hall Management Committee needed to publish its policies relating to its approach to a number of roles that it carried out. We had some years ago published our policy on Health and Safety, and this statement was posted on the Hall's internal noticeboard .It was now desirable that we took similar action in respect of:-

- a)Hiring Policy
- b)Policy relating to the use of the Public Access Broadband in the Hall, and the relationship between the newly created Internet Café and the Broadband facility as operated through the Internet Cafe.
- c)Policy on Equal Opportunities

SA asked why we were applying for Hallmark II and what benefits accrued to the Hall. JS replied that they were twofold. They set standards of good practice and success in attaining these standards reassured the community that the management of the Village Hall was in good hands.

Policy on hiring out the hall

The draft Hiring Document was then circulated and discussed. Certain adjustments were discussed and agreed. RB then moved for acceptance, seconded by NG and the revised document was approved by the committee

Policy on Broadband

At this point Sarah Love joined the meeting to provide guidance on aspects of necessary policy for the use by youngsters under the age of 18 using the JH Broadband facilities. JS explained that this was a very tricky area, and circulated a draft that related only to use of the facility by adults. He looked for general approval of this, but would not be asking for the Committees endorsement until the whole document, which included the policy relating to the Under 18s, was finalised.

Sarah Love then outlined the legislative requirement as they related to child protection in the context of their supervision while using the Internet facility and what needed to be done to meet these . She also explained the significance of the Internet Café and its management in relation to under 18s. Sarah Love then offered to draft a policy statement for the JHMC which will inform our approach and actions on this matter.

SA & SG then asked what practical steps the Committee would be taking to prevent adults and Under 18s accessing Pornographic, Gambling and other sites judged unsuitable web sites using the JH Broadband facility. Specific concern was expressed in respect of 'under 18s' accessing unsuitable 'Chat Rooms'.

At this point JS invited Oshen Duncan to join the meeting. Oshen is a joint collaborator in the running of the Internet Café, a computer professional, and an acknowledged expert within the community on Internet matters. There followed a long question and answers session at the end of which the JHMC was satisfied with regard to the safeguards that are currently in place through the Broadplaces management system, and what will be done by JHMC when we appoint our own ISP at the end of March 2008.

The detail of these protective measures will be detailed in the Policy Statement or in an Appendix to it. A full draft will be circulated for detailed study before the next meeting.

Policy on Equal Opportunities

We are waiting for a 'model' policy statement from Community Council for Somerset.

5. Internet Cafe

JS circulated a draft 'Letter of Agreement' between Oshen Duncan & Tiger and the JHMC covering the first twelve weeks of its operation. He asked for general approval, allowing him to make minor changes of detail before signing, if they became necessary. This was agreed.

6. Parking arrangements for events

JS explained an arrangement may be reached with the Recreation ground Management Committee with regard to their providing parking facilities for specified events at the Jubilee Hall, thereby minimising street parking by visitors. A copy of the letter he had sent to the RGC was circulated. Stella Abbey, a member of the RCG confirmed that subject to a few details being settled, she felt that an agreement could be reached.

7. Repositioning of Village map

Referring back to the agreement reached at the last Ordinary meeting, whereby the large hand-painted map of the Parish would be moved from the new Meeting Room to the Committee Room, JS felt that in view of the new circumstances, this decision should be reconsidered.

With the opening of the Internet Café and the resulting increase in use of the Committee Room, JS felt that to move the map into the Committee Room would inevitably risk deterioration or damage. This would be a pity, but he felt that it would be better if the map was left where it was, where it was completely safe.

This viewpoint was unanimously agreed, but it was realised that this would cause disappointment to those few people who would like to have seen it placed in a more prominent position in the Hall. Sandy Wells offered to explain the situation to Janet Smart and hoped that they could be persuaded that it would be in the best interests of those who wished to conserve it if it was left where it was.

8.Any other business

Sandy Wells reported that the new Hirer's Pack had been very well received. She also reported that the Hall Users Comment Forms were being received back, and she would report fully on them at the next meeting, as part of her usual report on Bookings, etc.

JSS