

Minutes of meeting held at The Jubilee Hall, Monday 22nd March 2010, at 6 p.m.

1. **Apologies:** Daren Milton (Absent: Sarah Love)
2. **Approval of Agenda** Approved
3. **Approval of Minutes of last meeting** Approved and Signed
4. **Co-option of Janet Hendon.** Janet is known for her catering expertise. Sandie Wells proposed, Marj Fowler seconded. Janet was then welcomed to the meeting
5. **Matters arising from last meeting**
 - a) *School/pre-school rep.* John Sullivan, as agreed, approached the school/pre-school with regard to representation on the Jubilee Hall committee. No positive response, so it was agreed to leave this for the time being.
 - b) *Instalment of suggestion box.* Karen Hodgson has kindly made a box which she showed to the meeting. She will now finish it, with suitable wording on the front, and put it in the main hall with suggestion sheets and pen.
 - c) *Future maintenance programme* John Sullivan produced an explanatory paper and schedule, previously circulated to the committee. Paula Bramley Ball made one or two helpful suggestions which will be implemented. It was agreed by all that this schedule should be regularly modified and updated as necessary.
6. **Take Art – plans for 2010.** Sandie Wells has received invitation to go to Take Art taster event on 28th April. She will go with Stella Abbey. We will probably go for two – John Sullivan asked for one of these to be a musical event.
7. **Booking Secretary's Report.** (detailed report attached to Minutes). Sandie Wells reported Jan – March 2010 are slightly down on 2009 but better than 2008. Bookings generally holding up OK. Sandie has put socket covers on all electrical plugs. Trish Baxter commented that it was occasionally cold in the hall, and suggested that heating should be turned on earlier and thermostat set higher. Very cold weather in Dec, Jan and Feb has not helped situation. Phil Kershaw pointed out that there has been a huge increase in price of oil, but nothing to reflect this in hire charges. John Sullivan suggested that we add 10% to hire tariff between 1st Oct and 31st March and put heating on earlier and increase setting to 19 or 20 degrees. It was agreed that we will instigate this in October this year.
8. **Maintenance**
 - a) *Timer on Exit lights.* At last meeting Trish Baxter had said there were some complaints about over-door exit lights being permanently on. No progress yet made. John Sullivan will talk to Rod Wells
 - b) *Repairs to Storage hut.* Notes circulated prior to meeting giving details of what needs to be done. Estimates will be obtained (John Sullivan to action) and we will then apply to Awards for All and /or 'Make it Local'
 - c) *Floor maintenance programme.* Situation has changed owing to leak in a radiator due to frost damage which has caused part of floor near main door to swell. This is an insurance claim. When dry skirting will be redecorated and some floor renewal may be necessary, in which case whole floor will be revarnished to match (also claimable on insurance)
 - d) *Damp area between hall and next door house.* No progress yet made but not forgotten. John Sullivan will report back at next meeting.
 - e) *Slippery area by main gate.* As above. Estimates for various solutions to be obtained. Meanwhile it is being kept swept clean and clear of mud and surface water. (Ice was the main problem during cold weather)
 - f) *Replacement of oil tank.* The tank is failing and needs replacing by a larger tank (Phil Kershaw suggests 2,000 litres). Paula Bramley Ball suggest it should be resited behind storage hut as rather an eyesore where it is now. This would mean removing a lot of earth and rubble alongside storage hut (probably sensible as this causes damp in the hut wall). No access for digger, though, so this could be expensive. Estimates to be obtained for re-siting and/or adapting current site (including new fencing to conceal tank). John Sullivan/Phil Kershaw/Sarah Gleadell to pursue.
 - g) *Leak in main hall* – See Floor Maintenance prog. above

9. Treasurer's Report

- a) *2010 Lottery Sales.* Phil Kershaw reported that we had sold same number of tickets as last year
- b) *Provisional end of year situation.* Phil Kershaw reported that finances are reasonably healthy and loans all repaid. Price of oil is a big outlay. Hall hire slightly down. Fundraising events a big help. Draft accounts will be presented at next meeting prior to AGM. He will be emailing invoices in future wherever possible in order to save on postage.
- c) *Statutory requirements – SSDC lottery licence.* Phil Kershaw said that we are required to appoint two certified officers to approved annual lottery return. Janet Smart and Paul Bramley Ball volunteered and were duly proposed and elected. They signed the return along with Sarah Gleadell, who is official promoter.

10. Dates for AGM and pre-AGM ordinary committee meeting. AGM date will be 7th June. Preliminary meeting will be held in May, probably Monday 10th May.

11. Draft Annual report – discussion on content. John Sullivan explained that changes in format due to new guidelines from Community Council for Somerset. Paula Bramley Ball made various suggestions, which John Sullivan will take account of and adjust report accordingly.

12. Handy cam video camera – possible disposal. This was purchased some time ago at Sarah Love's suggestion and has not been used. John Sullivan suggested that we offer it to the school (if they don't already have one). Other option is to sell it (possibly raising around £120 but no more on EBay). All agreed school option preferable. Paula Bramley Ball's husband is a governor and will take it to next meeting at the school.

13. 2010 Lottery Draw – January to March

January	Winning Number	Name of Winner
£25	1	James Thomas
£10	80	A F Meech
No.120	50	D. Paull
February		
£25	34	Anna Manning
£10	37	Norman Good
No, 121	64	G. Spence
March		
£25	45	Roger Beer
£10	46	Roger Beer
No. 122	60	Josie Gowers

14. A O B

- a) *Next themed dinner.* Kate Langridge, Paula Bramley Ball, Karen Hodgson, Sarah Gleadell and Janet Hendon will organise. Date of 5th June suggested (but this has since been changed to **Saturday 12th June** – hall booked for that evening)
- b) *Hanging baskets.* Janet Smart will arrange for these with Burgesses as before. Phil and Di Kershaw kindly offered to water.
- c) *Art Club pictures – insurance.* Karen Hodgson asked if art club were covered by insurance for pictures hung in small hall. Phil Kershaw said this was the case, but that there is a £250 excess.

15. Date of Next Meeting - to be confirmed but probably **Monday 10th May at 6 p.m.**