

Jubilee Hall Management Committee
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Minutes

Meeting held at the Jubilee Hall Monday 23 September 2007

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

2. Approval of Minutes. Minutes of 30/7/07 approved and signed.

3.New Vice Chair person John Sullivan said that Sarah Love's name had come up as a possible Vice Chairperson. All agreed she would be the right person: proposer: Sandy Wells, seconder: Jacqui George

4. Booking Secretary's report,

- (a) Current usage. We now have 8 regular groups. Table tennis and aerobics have ceased. New yoga course instigated by Jubilee Hall (SW) is proving v. successful and profitable so far. £370 profit for first term, having paid teacher. Possible extra day after Xmas. Participants pay £5 per session, in a £50 up front payment for 10 sessions. 'Rest and Recuperation' on Friday mornings not really catching on - ?possible name change, and move to Weds morning. Monthly talks will kick off this Thurs: Manager of Wild Life Park. Next one in October, History of RNLI. There have been several private bookings. A village resident had booked for a further private event but cancelled owing to misunderstanding re timings/possibility of clashing with Internet Café evening BBQ. Sarah G asked to clear this up, and tell her – as has been publicised through parish mag, website, etc – that there was no question that a village private booking would have taken precedence. (Sarah G has now spoken to the resident concerned, who had misunderstood situation, and has fully accepted that this is the case)
- (b) New cleaning arrangements. Russ, our previous janitor, resigned on 26th June. We advertised for new cleaner – 3 replies. We are pleased that Sarah Darby has taken the job, starting on 9th Sept. Luke Bennett will clean windows and gutters regularly for a very reasonable sum. Tiger and Oshen have been cutting the grass and have tidied the garden.
- (c) Phonographic Performance Licence (PPL). Sandy Wells has gone into this carefully and reckons that the Jubilee Hall does not need to obtain a licence. However other users do need to – and have done so (e.g. Belly Dancers). SW's notes attached

5. Drama update. Stella confirmed that Take Art are definitely coming on Thurs 29th November. Tickets on sale from late Oct will £6 per adult, £3 pensioners, £1.50 children. To be sold in shop. Show will be promoted in Parish Mag, on website, posters etc.. Stella reminded committee that costumes can be borrowed from JH in exchange for small donation, on application to her or Anne Rose (people cannot just help themselves). Stephen & Liz Taylor have offered a pair of large classical-style white pillars, useful for stage sets. Sarah G offered to store as no room in JH store.

6. Financial Report

- (a) **Current position & insurance.** Half of debt on refurbishment has now been repaid: we still owe £4,000. Bank balance currently £5,000. Insurance premium of £1,000 approx due early Dec. Phil has asked Rod Wells to get full replacement valuation, so this may go up. Concerns were raised about Public liability for Internet Café – our insurers have verbally confirmed that our own PL will cover the café. Phil will insist on written confirmation on renewal. Phil reported that a substantial amount of water had been found at bottom of the oil tank (installed by Darch 7 or 8 years ago). Darch will pump out tank to get rid of water and will replace the oil. Water probably got in through one of top openings, forced in by heavy rain. A cover would be sensible
- (b) Additional electricity supply meter to be installed (cost around £200). This will cover the committee room and kitchen. Oshen & Tiger will note amounts on arrival and leaving and will pay for units used (no oil heating in these rooms). Our phone bill has gone up considerably from £60 to £200. O & T will pay for all mobile calls. Discussion as to how much more they should pay on this bill – John Sullivan will talk to them and sort it out, but committee's opinion was that they should – with some exceptions – pay for phone use when they are using the rooms.
- (c) New Makro account in name of JH. John S pointed out that no risk of JH having to pay for non-JH use of this, as all purchases are paid for with order. The account will be useful for future JH events.
- (d) Sale of 2008 Lottery tickets. We hope that whoever takes over the Post Office will continue to sell lottery tickets. If not, we will have to revert to postal/door-to-door sales.

7. Internet Café and Broadband Facility – next 3 months

The Café is successfully managing the broadband project and internet use is building up. We are becoming a successful model for the broadband project, owing to wide access and varied use. John S proposed that we renew Café's contract for another 3 months on same terms as before. Income to date for hall is £200. Hidden costs, such as power use, need to be taken into account, but see 6(b) above. Keith Fowler has kindly donated a suitable electric heater for the Internet Café. We will charge users a little extra during winter to pay for power use. Sandy Wells has produced another graph denoting café use. There are likely to be big groups of cyclists and walkers using the café in the coming months. It is becoming known as a useful stopping off place. John Sullivan repeated our firm policy (also confirmed in 4(a) above) that village residents and organisations who hall bookings (whether one-off or regular) that involve use of committee room and kitchen take precedence over the Café, which will not operate during these times.

8. New Year's Even party The sub committee held a meeting recently and it has been decided that this will be a Family community party. Low cost tickets (£5 a head adults) will include a 'ploughman's platter' or similar. Children will be free. Licensed bar with wine, beer and lager (we will need a Temporary Events Notice). People will be given opportunity to choose some of the music to be played in advance, so that a compilation can be put together. We hope to clear £500. There will be a raffle. Simon Preston & Colin Langridge have kindly agreed to act as joint MCs..

9. Hallmark 3. John Sullivan reported that the inspectors are due in November.

10. Prize Winners-New Lottery

OCTOBER	Name	Number
£25	Penny West	20
£10	J Monkton	101
£5	J Paull	4

NOVEMBER		
£25	Mike Dymond	65
£10	Sandy Wells	116
£5	Diana Kershaw	93
DECEMBER		
£25	Phil Kershaw	94
£10	Mrs B Childs	86
£5	Mrs C Sweetland	1

11. AOB Sarah Love has enquired about possibility of grant for CRB checks. Amount not suitable, so she is applying for larger grant from Community Network Fund, which will include new computer equipment, video equipment etc. This will be much in demand by users of the Internet Café, particularly the younger element. This bid has to be in by October 5th. Child protection policy has been drafted: Sarah L and John S will finalise this
Stella Abbey pointed out that the fencing and gates to garden are in need of re-creosoting. John S will ask Bean (who installed them) to do this job: best to do it before it starts to rot.

15. Next Meeting: Monday, 26th November 2007 at 6.45pm, Jubilee Hall Committee Room.