

# Jubilee Hall Management Committee

## Jubilee Hall, Church Street, Winsham, Chard,

Hon. Secretary. Sarah Gleadell, Kilima Farm, Cricket St Thomas, TA20 4BY  
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### Minutes of Special meeting held at Chapel House, 1<sup>st</sup> December 2006

- 1. Attendance and Apologies:** Present: JS, SG, R Beer, R Barrett, JG, SW, PK  
By Invitation: Rod Wells Apologies: MF, NG, JL.
- 2. Minutes of last meeting** will be signed at next ordinary meeting, probably on 11<sup>th</sup> Dec. Time changed to 6.30 p.m. to allow people to go on to Village Shop meeting at S& S Club. Agenda will be shorter, owing to this meeting. Main object of meeting: to co-opt Stella Abbey on to the committee and to look round refurbished hall. **N.B. If scaffolding not yet removed, mtg will be transferred to Chapel House, and committee's tour of hall postponed for safety reasons.**
- 3. Hall progress report from Rod Wells.** RW's written report will be filed with the minutes. In brief: internal works will be completed during week beginning 4<sup>th</sup> Dec. 75% of external works are complete and it is hoped to get scaffolding down before mtg on 11 Dec (see above). Crack on end gable wall has not moved in 6 months. RW thinks it was formed when boiler installed, creating heat expansion from inside. It will be repointed and hopefully will not reappear. RW reported that we are very close to budget, but could be a couple of thousand over when his fee has been paid. A great deal of extra work has been done, not included in original brief, notably to the old kitchen (now a proper meeting room) and the toilets. RW also pointed out that a good deal of unnecessary expenditure would have been avoided if regular maintenance jobs had been carried out, eg removal of ivy, cleaning gutters, minor redecoration, etc.
- 4. Maintenance budget** JS had already circulated a draft. PK pointed out that some estimates were too low, notably cleaning (see below) and heating (increased price of oil) costs, also that JS may have overestimated initial hire income. We should aim for hire fees to cover all regular maintenance and running costs: fund raising (lottery, events etc) would cover extra expenditure such as redecorating and hire of tower to change light bulbs and clean ceiling at regular intervals. JS said that committee should be more pro-active with fund raising in future, e.g. running a New Year's Eve party or such like. Stella Abbey will mainly be concerned with generating drama, concerts etc. 'Active Living' projects should bring in some regular income, also Computer self-help group, etc etc.
- 5. Cleaning.** Russ Haggard is going to be offered the job of doing all cleaning, window cleaning, lawn mowing and light maintenance, aiming to keep within 2.5 hours a week at £8 an hour. JS to provide job spec. Sandy Wells will be his manager. He must consult her if he needs to exceed this. One month's notice either way. He will be paid monthly. This was approved by the meeting.

6. **Curtains, chairs, digital projector.** Awards for All have given £5,000 which will cover cost of curtains, chairs, and half cost of digital projector.
7. **Broadband** We are one of 4 village halls in pilot scheme for broadband. Installation and first year will almost certainly be free. This will greatly increase our scope for IT based activities in the hall in future.
8. **Hire charges** New meeting room will probably be parish office one morning a week (no charge to Parish Council for this). All agreed that hire charges should **not** initially change for existing hirers or regular village bookings. However outside hirers will pay more, especially on Saturday nights. Hall & main committee room count as one unit. New meeting room (old kitchen) separate. Sandy Wells to work on new rates and, if she has time, to bring proposals to next meeting. Very important that Jubilee Hall is not perceived as being exclusive or is too aggressively marketed, thus having possible adverse effects on other organisations such as church, S&S Club. Regular meetings with representatives of other village bodies should be held to prevent clashes and misunderstandings. New hire charges to be reviewed after 6 mths
9. **Opening ceremony, Saturday 13<sup>th</sup> Jan at 3 p.m.** Sylvia Seal and Eileen Zoers will be representing the Council. Both will be invited to speak (3 mins max each). JS will speak for 5 mins max, mainly thanking those who have helped to bring project to fruition. John Loaring to declare hall open (no speech). This part of the business should not exceed 15 mins. Thereafter tea/coffee/cakes/bix to be served – free. Some members of committee will be happy to fund this (no obligation should be felt by anyone on this). Anne Bevis has offered to run this side of things: she will hopefully find some willing helpers. JG, SG, SW and MF will get together beforehand to coordinate catering. Next year's lottery tickets to be on sale. Art Club lending screens for display purposes (pix of works in progress), to be collected on Friday beforehand (JS, SW to liaise). Steve Weller is organising a **musical entertainment** which will last from **3.45-4.30** approx. (chairs will need to be laid out). Thereafter the hall will be open till **6 p.m.** for general viewing by the village.
10. **PPL licence** SW pointed out that we cannot have background music as we do not yet have a PPL licence. We will be applying for one. Anyone hiring the hall must have their own PPL.
11. **Wall decorations, pictures, hangings etc.** The Parish Map will be installed in new meeting room. A brief discussion was held as to what should hang on walls of main hall. A rotating exhibition of Art Club work was suggested and positively received: the pictures would need to be quite large. Alternatively blow up photographs of historical village scenes (initial high expenditure might preclude this ) To be further discussed.

## 12. Lottery draw

Amount	October	November	December
£25	Nick George	Robert Smith	Sarah Gleadell
£10	Giles Gleadell	Dori Beeston	Mrs Fry
£5	Edna Cox	Keith Manning	Malcolm Beeston

13. **Date of next meeting** Almost certainly 11<sup>th</sup> December at 6.30 p.m.  
May be at Chapel House if scaffolding still up, in which case committee's tour of hall will be postponed. To be advised