

Jubilee Hall Management Committee

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Minutes

Meeting held at the Jubilee Hall Monday 21st January 2008

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

2.Approval of Minutes. Minutes of 26/11/07 approved and signed, after 2 minor changes from Janet Smart.

8. (Item brought forward) Suggestion by Stella Abbey for monthly meetings. Stella felt that the elected officers' reaction to this agenda item was wrong, in that it was discussed by them before the meeting and the Chairman's paper on reasons for not wanting to change from the current bi-monthly meetings was circulated to rest of committee in advance of the meeting. She felt that if a member wants to put something on the agenda it should not be commented on by the elected officers in advance. Sarah Love agreed with Stella on this point. Jacqui George pointed out that in the case of this particular item it was up to the elected committee to decide on how often meetings should be called. It was then proposed that in future that if any committee member wishes to add an extra item to the agenda, background information written by *that person* (not the elected officers) should be circulated with the agenda, so that other members can think about it before the meeting. This was unanimously agreed. The question of whether we should continue with bi-monthly rather than monthly meetings was then put to the vote: Marge Fowler proposed that we keep things as they are, Roger Barrett seconded. Vote was carried with large majority in favour.

Financial matters

- (a) **Insurance.** Phil Kershaw reported that we are changing to Zurich, who insure many village halls through Community First, and represent a substantial saving (the hall & contents has been valued by Rod Wells at £550,000 for insurance purposes). Ecclesiastical also investigated: this was a group scheme for churches and Zurich was better value. Café is now insured against Public Liability by Café operators, paying own premium. John Sullivan had spoken to them earlier today: they will give him a copy of policy document.
- (b) **Heating problems.** Boiler problems – turned out to be relatively minor and defects have been remedied at low cost. Main hall can be chilly in cold weather owing to heat rising into vaulted roof. John Sullivan is investigating purchase of ceiling fans (dark brown to match roof) which are apparently best way to remedy this. He has seen some in action at Combe St Nicholas hall: cost £1,000 approx. We will need to get a grant for this, and an application has been made to SSDC under the Opportunities Chard Programme .
- (c) **Jubilee Hall Café** Café now paying a daily hire fee of £4, representing a steady income stream for the Jubilee Hall.
- (d) **Summary of financial position.** Phil Kershaw said that our position is improving but that when remainder of refurbishment cost paid off, our reserves will be unacceptably low. He

proposes taking out a Community Council loan of £3,000 over 3-year period, at 3% interest. He will put this money in an interest-bearing account, if possible at a higher rate (Janet Smart suggested a CAF bank account: Phil will investigate). For this loan we need 5 guarantors at £600 each: the elected officers and Roger Barrett volunteered and were accepted. Janet Smart proposed that this course should be taken, John Loaring seconded. Agreed.

- (e) **New Lottery 2008.** Phil Kershaw said that take up about normal for this stage in the proceedings. Hopes for usual number of participants.

4. Booking Secretary's Report. Sandy Wells produced comparative usage/income tables for 2005, 2006 and 2007 (attached), leaving out the playgroup. These are encouraging, in view of the period of closure for refurbishment. She has had enquiries from Gymboree (children's gym group), and Crewkerne Aqua for promotional activities such as Salsa and Pilates. Aikido are keen to start a junior group and this is looking promising. Art Club may close owing to lack of new officers: however a group of members are thinking of continuing to use the Jubilee Hall on an ad hoc basis. John Sullivan is investigating possibilities of JH-sponsored Tai Chi (as per yoga: instructor gets regular fee, hall gets all money over and above that). Also Computer Classes (subsidy likely). Hall is possible venue for Adult Learning & Leisure (council sponsored activity). There is a Library Service talk booked for 8th Feb. John asked if any committee member would be willing to volunteer to find a monthly speaker for these talks, a task he is currently undertaking. 20 people is the average audience, so we cannot afford to pay speaker a fee. No volunteer forthcoming immediately but he lives in hope!

5. Take Art performance in November 06. Stella Abbey reported that the hall was full and the audience enjoyed themselves. £100 profit was made. We have not been offered a Spring slot by Take Art: we could have opted for an unsubsidised performance but this would involve risk and certainly charging more for tickets. Slight confusion over ticket wording last time: 'concessions' supposed to mean benefit claimants only, not OAPs, who made up the bulk of the audience. Nothing currently planned: Stella will keep her eye open for future possibilities.

6. New Year's Eve Party. Small attendance but those who came much enjoyed it and a small amount of money was made. Roger Barrett thanked the committee on behalf of St Stephen's PCC, which received half.

7. Suggestion by Stella Abbey for film by young people of Winsham Life Stella will liaise with Sarah Love about purchase of video camera. Stella said that the Engine Room in Bridgewater can help with film making. Sarah Love pointed out that there must be a purpose and a reason for a film: we could buy in a 'film workshop' using money saved on CRB checks. Sarah/Stella to liaise. It was suggested that video camera could be hired out to villagers for a fee: problems regarding paperwork, insurance etc may render this idea unviable.

8. (see above)

9. Date for AGM. Decided on **MONDAY 19TH MAY 2008.** It must be well-publicised throughout the village – notice boards, shop, e-letter, parish magazine etc. John Sullivan will produce first draft of Annual Report in time for March meeting for committee's comments. Any committee member wishing to contribute should hand it in to John *by beginning of March*. Janet Smart pointed out that Parish Council expect to see Annual Report. John Sullivan will present it to them at a mutually convenient date (as is his usual practice). **This is usually done at the Parish Council's Annual Parish Meeting.**

10. AOB.

(i) Sandy Wells informed committee of visit by Environmental Health and new star system to be put into effect as from 1st February. Café and kitchen scored highly in all categories, so we hope for plenty of stars.

(ii) Sarah handed out CRB forms to various committee members who have volunteered to help with Youth Computer Club. To be completed asap and given to Sarah Love with ID documents as specified for verification.

(iii) Increased use of hall. John Sullivan informed committee that he is putting in an application for NLDC (Neighbourhood Learning for Deprived Communities) to subsidise cost of forthcoming Computer training for the community-another JHMC initiative for hall use. Sarah Love suggested Job Centre Plus as further possibility for hall hire for training purposes. Also NCH have been in touch re Outreach Family Services. Citizens Advice Bureau run outreach surgeries – another possibility. Yet another potential source of bookings is PCT surgeries for Health Visitors.

(iv) Janet Smart asked if we were planning to have hanging baskets again this year. General enthusiasm: she is going to talk to Bob Burgess, who is very good at putting them together, and will report back.

(v) Janet Smart pointed out that it had been agreed to bring up subject of where the Village Map should be hung after 6 months, which had now elapsed. Various people pointed out that the end wall where it used to be is often used for projection purposes by hirers. It was decided to put it to the vote: the great majority of the committee voted that the map should stay on display in the meeting/computer room where it currently is.

11. Date of next meeting: 7th April-6.45pm Committee Room, Jubilee Hall