

Minutes of the Jubilee Hall Committee meeting held on 1st May 2018 at 7.30pm in the meeting room of the Manor Inn.

Present: LW-M, HC, HN, AR, GW, JL, SG, JB, AL.

1. **Apologies:** MS, and PV.
2. **Minutes of meeting held on 6th March 2018:** Signed as correct.
3. **Matters arising:** Key for padlock for Ditcheat Players cupboard – no details given to LW-M yet- Carry forward. Safeguarding policy sent to HN who has considered it and is looking at one from Bath and Wells – HN to follow up and decide on Policy. Email etiquette and Ditcheat Big Screen contact list – GW along with Jo Curtis have completed this according to new regulations.
4. **Correspondence:** Membership of CCS had elapsed. HC asked HN to renew, but renewal now costs £100 (£40 last year). After discussion of matter HC proposed not to renew membership, seconded by HN, voted all in favour.
5. **Treasurer's report:** Current account 1 stands at £1,933.24, current account 2 stands at £2026.38, deposit account £19,035.36, cash in hand £2.56, cheques in hand £178. This month the following have been paid for : SOLAR boiler differential £41.99(MS), Five year fence licence £153.14, EICR(Electrical certification) £75, Mendip DC rates £87.39, Ten 2ft light tubes (MS) £45.52 and Open Garden Insurance £81. HN confirmed new contract started on 26th April with Eon for gas and electricity.
6. **Open Gardens:** All on track LW-M confirmed £250 sponsorship from P Nicholls which will pay for insurance, PR, programme printing etc. GW will put logo on website if sent to him (action LW-M to contact secretary). LW-M to send copy of flyer to HN so can be put in Evercreech Magazine. Charles Dowding is to open his garden for 2 days at beginning of June for National Garden Scheme so may get some interest in our Open Gardens from there. Risk assessment has been done regarding water, uneven surfaces, dogs etc, and HN volunteered to be First Aider. Other jobs on day before, and on the day to be allocated by LW-M who will publish list in second to third week in May.
7. **Website update:** We are now compliant with privacy policy regulations with a standard footer to unsubscribe and facility to update details. List from DBS approx. 60 people GW to do monthly mail shot to people on list. We are getting 7 – 10 visitors a day to website and this has been consistent for 1 – 2 months.
8. **Ditcheat Big Screen :** Discussion regarding continuing films during the summer as HN had requests from older members to show older films. Agreed nothing to stop us doing this as long as there are volunteers to set up and run film and bar and we are not in breach of licensing regulations. GW to work with AR and HN to look for possible films for July and August. Equipment – it had been suggested that we should have a spare bulb for projector in case it broke, GW had looked at costs £230 -£250 each (should last 10,000 hours). It was decided not to hold one in stock. *Note bulb must be cool when moved.* Bar sales have increased, £213 spent on stock, sales of £504 therefore £291 profit made on bar. Ticket sales profit over season £863. It was agreed that the profit be moved to number 1 account at end of year to be available in general funds.
9. **Hanging baskets :** Should be ready for beginning of June. AR has 10 – 12 volunteers for watering. HN to put hose in container.
10. **Ceiling fans update:** GW had printed out instructions for fans (filed with these minutes by HC) which confirmed that in winter fans blow hot air down from the roof and in summer

fans are reversed. The new control unit purchased will be positioned by the on/off switch by GW and MS. If fans not needed(eg. Badminton) then they can be turned off at switch, not new controls. (HC to have pin number for controls once set by GW).

11. Hall Maintenance:

Protection and painting of store door	MS
Repair to floor	SG
Hole in wall by hatch	Filled needs painting MS
Painting of stage edge	PV to provide paint for MS
Bar doors sticking	Completed, working well.
Downpipe painting	MS
Re- sealing hall floor	
Woodworm panel to be replaced by Ditchheat Players storeroom	PV

The work done last summer has been certified by the electrician, but the whole building should be certified. Cost of electrician for a day approx £240, may take two days if someone suitable can be found. HC to contact Tor Sparks to see if interested in providing a quotation. PAT testing will also need to be done.

12. AOB :

GW presented committee with handout regarding TicketSource and the way they work. Proceeds of credit and debit card sales are put into a segregated client account, so are ringfenced. These are held until after the event has finished, then if cancelled refunds can be given. Funds then transferred to us on the following Wednesday/Thursday. Transaction fee on our £5 ticket price will be 35p (previous agent was 64p).

LW-M has sent a report for Parish Council Annual Parish Meeting on Thursday. Please ask if wish to view.

AR- Have had 12 bookings for Yoga class starting at end of May. AR asked for help regarding putting the bookings onto the website as she is aware the website is not up to date. It takes about 2 hours per month to do this. LW-M suggested we may be able to get someone who is new to the village to help out **Action all.**

13. Date of next meeting: 26th June in the Jubilee Hall.

Meeting ended at 8.45pm.