

**Minutes of the Jubilee Hall Committee Meeting Held on Tuesday 27th November 2018 at 7.30pm in
the Skittle Alley of The Manor Inn**

Present: LW-M, HC, HN, GW, SG, AR, LS.

Lyn Steele introduced and welcomed to the committee.

1. **Apologies:** JB, MS, PV.
2. **Minutes of meeting held on 9th October 2018:** Signed as correct.
3. **Matters arising:** Hearing loop PV to test – ongoing.

AL joined the meeting.

PV to approach A Sutcliffe regarding the accounts – Accounts have been sent to A Sutcliffe. Starter tube in kitchen done. Testing of electrics – LW-M to follow up with PV whether work done by Husseys and certification available. Hall heating update – LW-M requested that GW turn down rate of ceiling fan as rather draughty at present. AR did approach jockeys regarding film.

4. **Correspondence:** Nothing
5. **Treasurer's report: First report of this financial year.** Account number 1 stands at £6,952.55, Account number 2 at £5. Deposit account at £19,080.37, petty cash held is £424.52, no cheques banked. Total profit from the first film shown was £98.20. One invoice of £110 awaits to be paid. HN can now pay in cash and cheques at the Post Office.
6. **Maintenance:**

Repair to floor	SG
Painting stage edge and downpipe	MS
Woodworm panel replacement and treatment of stairs	PV
Damaged hinge to door store	MS to look with SG

LW-M asked GW to look at fuse box cover in kitchen as needs reattaching.

GW to follow up roof ridge problem with M Curtis.

7. **Hall floor update:** The floor has been re sealed. Thanks to HC, LW-M for cleaning and MS and JB for applying sealant. It was done over a weekend and did mark quickly (with badminton trainers) but now looks OK. JB suggested it be sealed twice a year (LS to investigate cleaning of similar floor at Ansford). Ideally the floor should be buffed once a month but the committee were aware that time was an issue for Ellie. Ellie is paid for 2 hours cleaning a week. The floor of the hall can take that long to vacuum and mop, AL proposed we increase Ellie's hours to three per week and this should allow for buffing the floor once a month, LS seconded, all in favour. HC to talk to Ellie about this – to start in January 2019. Agreed same Xmas bonus as last year (£20) HN to action.
8. **Ditcheat Players – storage of materials.** HN raised issue that Ditcheat Players were using Church rooms for rehearsing but we have a lot of their items stored in the Hall. They have a production in May. After discussion it was felt that Ditcheat Players could be asked to check on items stored under the stage and in other areas and items not needed (e.g. old stage props) be removed. There had been a problem with a light under the stage and MS had replaced a burnt out bulkhead light with a new unit, but this was a potential fire risk. It was agreed that GW look into cost of having a "fire inspection" carried out by a consultant.

9. **Ditcheat Big Screen:** GW presented a balance sheet for this season so far. (filed with minutes).
10. **Website update:** GW presented a sheet showing breakdown of visits to site (filed with minutes).
11. **AOB:** GW noted that other village halls have a copy of minutes on website. Agreed that we would do the same GW to action. AR notice of position of defibrillator on notice board needs re-inking.- Action HC. Ellie had booked Hall for two school functions but no forms filled in – Action HN.
12. **Date of AGM and next meeting:** Thursday 24th January 2019 at 7.30pm in the Jubilee Hall.

Meeting closed at 8.30pm

HC 27/11/18