

Minutes of the Jubilee Hall Committee meeting held on 6th March 2018 at 7.30pm in the Jubilee Hall.

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

- 1. Apologies:** JB.
- 2. Minutes of meeting held on 9th January 2018:** Signed as correct.
- 3. Matters arising:** Up to date layout plan of Hall now on notice-board. Fire extinguishers have been checked and Gas safety certificate issued (filed with minutes).
- 4. Correspondence:** Thank you letters have been sent to LO, and ME. Kitchen inventory has been updated. LW-M brought letter received from UK Parliament regarding democracy and equalities – no action needed, and letter from Bath and West regarding Prince of Wales Award for £1000. We have no project suitable, information passed to Charles Evans -Parish Council.
- 5. Treasurer's report:** Current account stands at £1,910.70, Bank account 2 at £1,610.10, Deposit account at £19,020.43, Cash in hand £94.76. Debtors £370 (new invoices). Gas for last month has been down to £73, electric has been £35, Eon contract ends in April. Discussion followed regarding suppliers and cost of contracts for gas and electricity for the next period. It was agreed that HN would contact Eon to get quotations for a 36 month contract or best offer including any discount offered with the intention of staying with Eon as long as it is competitively priced.
- 6. Open Gardens:** Summary document had been circulated prior to meeting. Date Sunday 17th June. Shared profits with Haddon Wood. Team from Alhampton are helping with organisation(Hilary Harrison, Jo Curtis and others for organising parking and advertising). Charles Dowding to give a presentation in the hall 12.00 to 1.15pm with ticket booking online ahead of event as numbers are limited. Price to be £6 for talk, £5 for garden entry (up to aged 16 free with adult) and a joint ticket price for talk and gardens of £10. LW-M will be contacting members of the committee nearer the time to allocate jobs on the day before and on the day. Barbers have given permission for use of car park at Marylands and the Cricket Pitch as overflow. SG to organise gazebos which will be needed for ticket sales (outside hall and at car park), one in Vee and Gerry's garden for refreshments, and one outside Church rooms for plant sales. HC catering manager. LW-M to give AR name of person to help with advertising in Alhampton. Help will be needed to set out chairs for talk with projector, then change to refreshments at 1.30pm approx. Capacity of hall approx 100 seats.
- 7. Contingency cover:**LW-M felt that we should as a committee make sure that processes are in place so that work of the committee can carry on uninterrupted in case of an emergency eg HN gives HC copy of accounts on stick each month. GW has given LW-M details of website information/passwords etc. There are a couple of gaps that need attention – Ditchat Players have only keys to cupboard at back of hall and to hatch area for lighting. PV was willing to give spare key for cupboard at rear of building but reluctant for hatch as expensive equipment stored up there which should be dust free etc. It was agreed that he would give a second key to the padlock to a member of

Ditcheat Players in case of emergency and let LW-M have contact details.(Ditcheat Players have their equipment insured).

The sound system: Suggested that PV briefed some members of committee on use of PA system in case he was not available at some time. Paul Nicholls has microphones at present which are turned on at the panel (his function was cancelled on Sunday due to the weather). PV keeps microphones so he can remove batteries after use and replace when needed again to ensure good running of equipment. Radio mikes and loop system are property of the Hall, but Ditcheat Players own soundboard and speakers.

8. **Ditcheat Big Screen:** GW informed meeting that ticketing was making a profit. Bar sales since September - £163.66 had been spent, and £368 had been sold so profit of £204 on bar excluding present stock. Discussion took place regarding pricing of tickets with online booking, many options considered. HC proposed that for next September season price set at £5 per ticket, seconded by GW voted 9 for 1 against. Regarding online ticket sales GW proposed DBS use Ticket Source as they also give a discount for registered charities. AR seconded voted all in favour.
9. **Vulnerable Adults and Child Protection Policy:** AR suggested she will adapt a policy used by Caryford Hall for the Jubilee Hall, and HN volunteered to be the Safeguarding member of the committee. AR to send policy to HN. AR will also look into the special conditions for hire of hall for teenage parties which AR will hold.
AL mentioned Data Protection Policy and that we should all be aware of what records we keep (Email addresses on ticketing site).
10. **Website:** GW presented a document regarding online security licences. GW proposed we buy 10 one year licences and GW pay for 5 and committee pays for 5. Cost of running the website will be approx £70 per year. HN seconded. Voted all in favour.
11. **Ceiling fans:** These have not been working properly, GW has investigated and made two suggestions regarding replacement of control units. (1) visit from manufacturer with call out fee and unit replacement at £220, or (2) replace unit at £42 and self fit. GW proposed option (2), AL seconded, voted all in favour.
12. **Email etiquette:**GW brought to the attention of the committee that we should be using bcc rather than cc when sending Emails so Email addresses are not visible to other users. GW to contact Jo Curtis regarding contact list for DBS.
13. **Hall maintenance.**

Chair store door	MS to attach battens to rear of door so Perspex can be attached. Door to be painted when weather warmer.
Repair to floor where radiator removed	SG has in hand
Hole in wall where thermostat removed	MS has filled, will paint when warmer.
Painting of stage edge.	PV to see if any black emulsion paint. MS to take in hand.
Bar doors sticking	PV advised MS to move base strip further into bar area which would stop the sticking.
Downpipe painting	MS in hand for warmer weather.
Floor sealing – usually done at Easter	PV to let MS know sealant to use

Bulb needs replacing in light over mirror in ladies toilet-MS to action.

14. **AOB** : AR asked if we wanted hanging baskets again this year. All in favour AR to arrange at cost of approx £100.
15. **Date of next meeting**: Tuesday 1st May 2018 at 7.30pm in the Jubilee Hall.

Meeting closed at 9.20pm

7/3/2018