

Minutes of the Jubilee Hall Committee meeting held on Tuesday 9th October at 7.30pm in the Jubilee Hall.

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

1. **Apologies.** None.
2. **Minutes of the meeting held on 21st August 2018:** Signed as correct.
3. **Matters arising:** PV to check hearing loop in near future.
4. **Correspondence:** HC had given paperwork to L Steele regarding becoming a member of the committee. LW-M had an invitation to a Somerset Prepare Community Resilience Day on Thursday 25th October 10 – 4pm. No members to attend.
5. **Treasurer's report:** Bank Account 1 stands at £6,551.86, bank Account 2 at £90.70 (this is the account that Ticketsource has been paying in to (changed to Account 1 from October). The Deposit Account stands at £19,054.82, cash in hand £230.08, debtors September only £298.00. Hall cleaning is now paid for on the last working day of the month to Ellie by standing order. Gas is £262 in credit (we pay £89 per month). There is an imbalance on the September 2018 spreadsheet HN and PV to rectify. The committee decided to move most of the contents of Account 2(DBS) into Account 1, this was done in July. The new season of DBS started in September 2018. From this date the in and outgoings of DBS used the main spreadsheet, i.e. from Account 1, BUT the Ticketsource paid into Account 2.
IN : £344.80 paid into petty cash from bar and on door ticket sales.
OUT: £53.70 for disc and bar stock
 £99.60 cheque from Account 1 to Filmbank
TOTAL OUT :£153.30
Details of Account 1 for Ticketsource has been given ready for October and thereafter.

PV to approach A Sutcliffe to see if he is happy to check the end of year accounts.
Agreed to keep £5 in Account 2 so it remains open incase needed in future.

6. **Maintenance:**

Repair to floor	SG ongoing
Painting stage edge	MS black emulsion paint- may be under stage.
Downpipe painting	MS paint from GW
Resealing hall floor	JB, MS to purchase (details with MS and HC)provisionally 3 rd Nov weekend.
Woodworm panel replacement and treatment of stairs	PV.

LW-M apologised to MS for not getting starter for kitchen tube- MS to source.

7. **Testing Hall Electrics:** Electrical testing completed, no certificate received yet, was a problem with emergency lighting in toilets. This was checked at end of meeting and Husseys had rectified problem. JB reported emergency light in disabled toilet could not be turned off. LW-M has now done this with key (control point in toilet lobby next to light switches).
8. **Hall heating update:** GW has reversed fan flow ready for winter, fans will come on when 2 degree difference in readings.
9. **Website:** It is a year since website started and there have been 2817 visits this year, GW will do breakdown of popular pages. Now an email address for Chair@ditcheatvillagehall.org, and GW to organise same for AR bookings@ and give instruction on use.

10. New Member: Lynne Steel proposed by AL, seconded by AR, all in favour. LS has date of hall clean (27th October at 9.30am) and intends to be there to help.

11. AOB : GW DBS first night great success with 48 people, this month film has had to be changed because release has been postponed by company (out of our control) so Lean on Pete, the film for November to be shown in its place. GW, AR and SS have changed posters etc. Agreed AR to approach jockeys to see if they are interested in attending with a special deal of three for two.

Glastonbury – we had been invited to steward and have accepted but do not yet know and will not know location until probably January. LW-M has been approached by two people who would like to do duties for tickets, HN also.

12. Date of next meeting : Tuesday 27th November in The Manor Inn meeting room at 7.30pm(provisionally agreed).

Meeting ended at 8.20pm

HC 10/10/18