

Minutes of the Ditchheat Jubilee Hall Committee meeting held on Thursday 24th January 2019 at 7.30pm in the Jubilee Hall.

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

1. **Apologies:** MS
2. **Election of Officers:** Officers proposed to remain as last year by LS, seconded JB, all in agreement. Chair- LW-M, Vice Chair AL, Secretary HC, Treasurer HN, Bookings officer AR.
3. **Minutes of meeting held on 27th November 2018:** Signed as correct.
4. **Matters arising:** Electrics – PV had left a message with Hussey. Had contacted them again recently. They will be in contact regarding when they can carry out remedial work, and would then be able to provide us with Electrical certificate. No invoice received yet. PV to contact again to remind them. Writing on defibrillator notice done.
5. **Correspondence :** HC had written and delivered letter to Ellie regarding extra time and cleaning schedule, HC to contact her to find out how time allocation is working out. HN had received a letter of thanks for Christmas bonus.
6. **Treasurer's report:** Bank Account 1 stands at £7,560.17, Deposit Account at £19,106.82, after interest of £26.45 in December. Petty cash £33.47, no cheques held, debtors £50 plus £38 held over until March (Deposit taken) Big screen so far has made a profit of £553.16 (from November). Electricity is £51.49 in credit, Gas is £159.22 in credit. Hall insurance has been paid £913.46. Fire extinguishers have been serviced and a new foam one supplied. The PRS music licence will expire at the end of our current year, when we move to having TheMusicLicence, which combines the rights previously covered by separate PPI and PPS for music licences. This will happen automatically. It was noted that Short Mat Bowls had their equipment insured on the Hall policy £30 to be paid by Bowls. GW gave breakdown of DBS finances run for the "season" so far total profit £995.99, tickets £1215, film costs £460, purchase of films £67.96, profit £686, Bar £384.50, paid out (stock) £137.85, Christmas raffle made £63 and there are three films left this season.
7. **Maintenance:**

Repair to floor	SG
Painting stage and downpipe	MS
Woodworm panel replacement and treatment of stairs	PV
Damaged hinge on door to chair store	MS and GW
Fuse box cover in kitchen	GW- completed
Roof problem	GW to contact Mark Curtis again
Downpipe at front of Hall	GW and SG to cut off pipe at base to find out condition inside and possibly replace with plastic if needed

MS is aware of replacement electric bulbs needed in Ladies loo and flickering light in hall.

8. **Fire doors:** The fire doors onto the rear patio continue to be a problem closing despite work carried out by SG. It was agreed to get quotations for a replacement door (and frame) with panic hardware in both UPVC and wood for the next meeting. **Action GW, HC and LW-M.**
9. **Fire Safety Inspection and Health and Safety documentation:** It had been suggested that we have a Fire safety inspection, but the Fire Service do not do this now. GW had been in contact with the Fire Brigade and had contacted an Ex Fire Officer who carried out such inspections at approximate cost of £290, he has a trained eye and would be able to identify problem areas etc. HC proposed and LS seconded that we have the inspection done – voted

all in favour. **Action GW.** Health and Safety documentation- JB volunteered to take this on as he had been trained, but input would be required from those who use the hall. He was thanked and it was agreed that he would bring some documentation to the next meeting. AL mentioned Asbestos as a Health and Safety problem, PV felt the only area that we would probably find asbestos was in the soffits at the rear of the building and it should be safe as long as it was not disturbed.

- 10. AOB:** LW-M suggested that a rent review should be held each year, discussion followed and it was agreed that no change would be made this year, but review next year keeping an overall view of utility costs being covered by hire charges. Costs of hiring the hall for a wedding were discussed, and AR to look into options in readiness for a wedding in 2020. (A charge of £250 used to be made for hire of the hall for a wedding, but it was noted that there was damage during the last wedding so a deposit should probably be taken as well).
- 11. Date of next meeting:** Tuesday 26th March 2019 at 7.30pm. HC to confirm Manor Inn as venue.

Meeting ended at 8.35pm

HC/24/1/2019