

**Minutes of the Jubilee Hall Committee meeting held on 26<sup>th</sup> March 2019 at 7.30pm in the meeting room of The Manor Inn**

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

1. **Apologies:** PV, AL, JB.
2. **Minutes of meeting held on 24<sup>th</sup> Jan 2019 :** Signed as correct.
3. **Matters arising:** Electrical Certificate from Husseys still not received. HC had met with Elly to discuss cleaning schedule, agreed to clean hall floor every week but not to buff the floor. HN has amended pay to (redacted)per month.
4. **Correspondence:** Nothing
5. **Treasurer's report:** Current account stands at £7,773.61, the Deposit account at £19,106.82, cash in hand £143.30. Ditcheat Big Screen profit from November 2018 to March 2019 is £928. Rates are due on 1/4/19 of £97.81. Water rates due 1/4/19 of £95.95, this is for period of 15/08/18 to 22/2/19 last six month period was £103.90. New water boiler purchased to replace broken one at £289.99 plus VAT (£347.98). Somerset Fire Safety survey and report cost £300. The PPs/PPI licence has been paid, and a new certificate issued costing £149.46. Warm Welcome serviced and checked gas appliances on 4/2/19 at a cost of £50 no problems. Several organisations are now paying by bank transfer, but they are asked to alert HN when the payment has been made so she does not have to check the bank accounts so frequently. GW presented committee with accounts from Ditcheat Big Screen (filed with minutes).

6. **Maintenance:**

Repair to floor	SG has in hand
Painting stage edge	MS
Woodworm panel replacement and treatment	PV to complete in next month
Damaged hinge on chair store door	MS and GW to move hinge up frame
Fuse box cover in kitchen	Completed
Roof problems	Completed
Downpipe at front of hall	MS and GW to cut off and replace with plastic.

7. **Emergency door replacement:** After discussion GW proposed and SG seconded that we use Valley Home Improvements and have white both sides, 2 panes of glass, panic bar hardware and ramp. Voted all in favour HC to action.
8. **Fire safety Inspection:** JB sent apologies and has paperwork to forward regarding Health and Safety. GW distributed a sheet of Outcomes and Actions, suggested we take it away and discuss items at a later meeting. Only action which needs attention immediately is to have an isolator valve fitted to cooker gas supply so gas to cooker is always off unless turned on for use, as this will stop taps being on by mistake. Action LW-M to arrange Warm Welcome to do work. GW suggested we have a demonstration of use of Fire Extinguishers at a committee meeting in the future when we are in the Hall.
9. **Glastonbury Stewarding:** All slots completed except Friday midnight to Saturday 6am ( now SG doing this time slot) LW-M has found it more difficult this year and stated that she would step down from this for next year. LS agreed to take on the task of organising Glastonbury rotas etc in the future. All paperwork to be submitted by 1<sup>st</sup> April.

- 10. Access to school playground:** LW-M had been approached by school for access to carry out work on playground through the rear fence. Agreed that this could go ahead, LW-M to liaise with headteacher setting out conditions such as no storage of materials at rear of hall, and reinstatement of fence etc. LW-M to send HC copy for file.
- 11. Hanging baskets :** Agreed to go ahead again this year at same cost £100 as last year. AR to organise rota etc.
- 12. Parking:** GW drew attention of committee to problems with parking at times and suggested a sign on front of Hall. After discussion it was agreed that LW-M and HC to visit Mrs Cheasley to prevent any misunderstanding regarding parking signs in the future.
- 13. AOB:** LW-M had a request from FODs to use Hall for refreshments during Queen's Visit, agreed to charge them for 2 hours ( 1 hour free when children will be using forecourt). Elly has keys so will unlock and lock up.  
Water heater has been replaced.  
Stock take of kitchen done – purchase of large wine glasses for use at Ditchheat Big Screen main items needed.  
13<sup>th</sup> April Booking in the Hall for a Birthday party 5 – 7pm with music- open to public.
- 14. Date of next meeting :** 21<sup>st</sup> May 2019 in the Hall.

Meeting closed at 9pm.