

Minutes of the Jubilee Hall Committee meeting held on Tuesday 23rd July 2019 at 7.30pm in the Jubilee Hall

Present : HC, AR, PV, SG, LS, GW, MS

Acting chair : SG

1. **Apologies:** LW-M, AL, HN
2. **Minutes of the meeting held on 21st May 2019:** Signed as correct.
3. **Matters arising:** Hussey's electrical and certificate – no action PV to pursue. Emergency exit doors fitted HC to obtain "push bar to open" sticker from Valley Home Improvements. GW to modify blackout panels for new doors. MS to provide ties to hold doors open in wind.
4. **Correspondence:** HC read out letter of resignation from HN, all committee were sorry to receive this . HC to send letter of thanks and look into small gift.
5. **Treasurer's report:** Current account (23/7/19)stands at £7653.82, Deposit account (30/6/19) at £19,137.14 Cash held £543.15 (to be banked this week). DBS Bar float £105, ticket float £40. Awaiting payment from Glastonbury festival £1400. Expenditure March – 23rd July 2019 – Cleaning April, may June £450, Utilities April Gas £74, Electric £71, May Gas £129 electric £68, June Gas £129, electric £68, Repairs Emergency doors £1400, Lighting tubes £42.48, Loo repair £58.80, Premises Licence £70, Sundries (loo rolls etc) £20, cleaning materials £20.12, Hanging baskets £100, Tomerite £3. LS answered queries, yes interest is paid on deposit account, bar float for DBS can be added to petty cash and GW to let LS know how much float is needed each event. GW to send LS information about online ticket sales.

6. **Maintenance:**

Repair to floor	SG to give GW and MS wood to create plugs for holes
Woodworm treatment etc	Completed
Hinge on chair store door	Completed
Downpipe	Completed
Window catch	HC to contact specialist for repair
Square ceiling light	Completed

7. **Replacement cooker.:** HC proposed and LS seconded all in favour of purchase of Montpellier MR91GOX gas range cooker from Bishops Electrical at a cost of £585 plus approx £80 fitting and removal. Action HC
8. **Glastonbury Update:** Thanks to all who did extra shifts, all went smoothly, may be a delay in payment as some clubs not yet submitted invoices.
9. **Safeguarding:** HN had been nominated officer, LS happy to replace her as named person for passing on information. AR and SG to get information regarding policy.
10. **Fire report actions :** GW reminded all about sheet of proposed actions (circulated) and it was decided that all members look at the list for the next meeting, bring it with them and we go through each item in turn deciding action to be taken.
11. **Health and safety Risk Assessment update:** JB not present – Agenda item for next meeting.
12. **Disabled parking space:** After discussion it was decided that the positioning should be by the car park side of the ramp marked out with yellow paint and a sign attached to the wall. Action HC to purchase sign and paint for bay. HC had spoken to Mrs Cheasley regarding the parking at the front of the Hall and she had offered to put out a sign for us stating "car park

for Hall use” when the hall was being used. HC will discuss signage etc with LW-M and arrange.

13. **Payments for Hiring Hall:** AR asked about extra payment for use of screen and projector. After discussion it was agreed no charge for screen but a charge of £20 for use of projector (GW to put up and put away) and a £50 deposit to be taken and returned if projector fine. Badminton had cancelled Monday bookings now until September. Yoga lady had paid bill but still had key. 8th Aug Richard Jones has booked hall for funeral LS to arrange opening as AR away. AR opens about 30 minutes before hire time begins.
14. **School access update:** LW-M felt school took advantage, contractors parked at front of hall, left equipment and materials overnight for several days– need to be aware for future, want to be good neighbours but not be taken advantage of .
15. **AOB-** HC had emulsion painted lower panels in hall, little paint left now will need to purchase more. Tin with label in rear toilet. LW-M had spoken to neighbours re -cutting of tree. LS to claim for ink and paper for treasurer’s post.
16. **Date of next meeting Tuesday 24th September at 7.30pm in the Hall.**

Meeting ended at 8.40pm