

Minutes of Jubilee Hall Committee meeting held on Tuesday 24th September 2019 at 7.30pm in the Jubilee Hall

Present: LW-M, HC, LS, SG, AR, PV, GW

1. **Apologies:** AL
2. **Minutes of the meeting held on 23rd July 2019:** Signed as correct.
3. **Matters arising:** Husseys electrical and certificate – PV to follow up. Emergency “push bar to open” sign up and blackout modified for new windows in door. Float for DBS amount arranged between LS and GW.
4. **Correspondence:** HC read out card of thanks from HN for her gift.
5. **Treasurer’s report:** Smart meter now fitted so no need to read meter and bills should be accurate for amounts of gas and electric used. Money from Glastonbury still outstanding – LW-M to follow up and check they have received invoice. On payment of hire for Hall for a funeral a letter was received and LS read out stating what excellent facilities we had. A £50 donation had been received from the Norton family following the funeral. LS does not have access to bank statements online yet, will go into bank to collect statement and arrange online access. There are a couple of small outstanding payments LS has in hand. Current account stands at £8,158.32, Deposit account at £19,167.95, cash in hand £630.25. It was agreed that PV would ask Anthony Sutcliffe if he would be willing to check the end of year accounts again this year after the end of October.
6. **Maintenance:**

Loo seat in Ladies	HC to contact plumber to tighten seat
Repair to floor	GW and MS have in hand
Light bulb needs replacing at rear of hall	MS

7. **Replacement cooker:** Cooker should be available first week in October. HC will arrange fitting with Bishops when they have the cooker.
8. **Safeguarding:** LS has documents from SG and AR. Both will meet up in next few weeks to decide on policy document.
9. **Health and Safety Fire risk Assessment:** GW went through actions and following decisions made

Section		Action
5	Folder to be placed in kitchen cupboard under first aid kit Regular checks- form in folder Control and review of fire risk Policy for external contractors- form in file	HC GW GW GW/HC
6	Emergency evacuation plan- AR to include plan of Hall in Hire Pack	AR
8	Fire safety training-GW to hold 10 min session on Fire Extinguishers invite Rendezvous team and Village Lunch Team	GW/HC
9	Record keeping – all certificates in file	HC
12	Signs and notices- do not feel necessary	
13	Emergency lighting- rear of stage for easy evacuation and outside lighting on Patio and south side of building- Emergency lights with battery back up to be	GW/MS

	fitted so if power fails there is light.	
14	Raising alarm- at present adequate	
15	Fire equipment- certificates in folder Fire extinguisher at rear of stage to be fixed to wall Fire blanket in kitchen is fixed to wall	HC PV
16	Area- day of inspection lots of cobwebs at high level – Autumn clean Fire retardant certs/ details curtains and seats –in file Combustibles removed from behind stage	HC
17	Isolation valve – new cooker to be fitted	
18	Means of escape – keep areas behind stage clear	
22	External bins to be placed near fence	HC

10. **Health and Safety Risk Assessments-** Carried forward to next meeting.
11. **Disabled parking space :** GW and MS have paint and sign, will carry out marking bay when weather better. HC has purchased free standing light board for J Cheasley to put out when hall in use. Notice will read “Reserved for Hall users”. HC to deliver board to JC and AR to send her copy of Hall use.
12. **Ditchat Big Screen donation to FTN :** After discussion proposed by GW seconded by LS that donation of £100 be sent to FTN – all in favour.
13. **Front doors:** There had been problems recently with the front door not closing due to door warping and the lock being very difficult to use. HC had quotations from Valley Home Improvements for replacement front door and Emergency exit (that had been left open as sometimes difficult to close). Quotation for white UPVC front door with roll over threshold and toughened glass with 20 keys was £1291.80 and for Emergency door with roll over threshold and panic bar inside was £1512 (There would need to be some remedial work to outside of Emergency Door at floor level after fitting). PV suggested we should have Laminated glass in front door. LS proposed that both doors be done in white AR seconded. All in favour once a renewed quotation for laminated glass be received. HC to also increase key numbers to 25 and ask for consideration of price if both doors are done together. Hook needed to hold front door Valley to fit. HC and LW-M to consider new price before placing order.
14. **Date for Autumn clean:** Saturday 23rd November 9.15 am at the Hall. SG to bring pressure washer. HC to provide strong bags.
15. **AOB:** LW-M has a potential new member of committee Stewart Disney of Folly Cottages. Suggestion that he comes to the next meeting. HC to drop off information regarding Trustees prior to meeting. AR had a long form from WEA who book Hall twice a year. It has been completed with LW-M. GW – DBS last film had approx 40 people and door sales of £200 bar £100. Moviola are going to increase their costs after January (by £10 on last month’s takings) so may use Film Bank instead. Film Downton will be booked for January. PV suggested replacement of high ladder as unsafe. All agreed to replace – action PV.
16. **Date of next meeting :** 26th November at 7.30pm in Jubilee Hall.

Meeting ended at 8.50pm

HC 25/9/19