

Minutes of the Jubilee Hall Committee meeting held on 26th November 2019 at 7.30pm in the Jubilee Hall.

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

LW-M welcomed Stuart Disney who will be joining the committee in January, and he has kindly checked the accounts for us.

1. **Apologies:** LS.
2. **Minutes of the meeting held on 24th September:** Signed as correct.
3. **Matters arising:** Husseys electrical certificate PV not present but has informed LW-M that he had been in contact with Husseys, LW-M to follow up, (subsequent to meeting AR contacted Husseys and they assured her the certificate would be with us next week). It was suggested that if there is not a certificate presented (which will be 1 year out of date) by the AGM then we get another company to carry out work for certification as this could affect our position regarding our insurance. Glastonbury payment went through day after our last meeting. Board for parking now in use, seems to be working well, Mrs Cheasley away at moment so board in entrance hall. GW suggested he made a voucher for 2 free tickets to DBS as thank you to Mrs Cheasley. Donation to FTN from DBS done. Autumn clean carried out efficiently, thanks to all who were there. New high ladder not purchased yet – PV to purchase.
4. **Correspondence.** Nothing
5. **Treasurer's report:** In absence of LS LW-M explained that new financial year has just started, nothing unusual has occurred. End of year accounts- in October LS had trouble balancing sheet so is meeting PV on Thursday. Not the first time this has happened and has caused angst in the past. SD made personal remark that the accounts are detailed but complicated, SD agreed to work with LS during the next year with a view to taking on accounts from next November 1st. When he has worked through a year he will be able to make suggestions on how to simplify system.
6. **Maintenance:** Loo seat tightened. At the inside side of seat fixings you press out and seat can be removed for tightening. Repair to floor – in hand. MS to fit shelf in cupboard in chair store.
7. **Replacement cooker:** Cooker in place, has gas safety cut out if flames blown out. Just to note not to place anything on base of cooker as it gets very hot. Instructions for lighting on wall above cooker.
8. **New doors:** All now in place having had a problem with incorrect size of glass in panel. MS and GW to fit ramp on outside of Emergency exit. We now have three exits with ramps for use with wheelchair. LW-M spoke to an electric wheelchair user who confirmed no real problem entering and exiting the building.
9. **Safeguarding:** LS and AR - carried forward to next meeting.
10. **Fire report:** GW presented 2 forms to committee to take home and comment on, one for contractors to fill in before starting work if unattended in the hall, and the other for Quarterly structural and safety survey checklist. The annual checklist still to be completed and circulated. All to be kept in Health and safety file in kitchen. PV was going to update

plan of hall – AR to follow up. HC has purchased fire retardant spray for curtains and will carry out the work then put iron on label with date on curtains .

11. **Health and safety Risk Assessment update-** JB not present carried forward to next meeting.
12. **Ditchat Big Screen:** GW presented spreadsheet, we are 3 films into season and have sold 145 tickets, bar has taken £368.20 so far, had a £10 donation for a DVD. There will be a raffle at the Christmas film. GW felt the rubber cable covers should be replaced, agreed to go ahead. DBS is now one of the main revenue earners for the hall. Thanks to all involved.
13. **Hanging baskets:** Brackets need strengthening for next year and hose and watering system to be reviewed in spring (SD kindly offered to look at an automatic watering system and get some costings)
14. **Disabled parking space:** In hand - MS and GW waiting for dry still weather.
15. **AOB :** MS suggested we look at having rear area where chippings are, laid to tarmac. LW-M suggested that we compile a list in January of major works we think would be beneficial to hall to be done in the future. All members to bring ideas to January meeting . HC to apply weedkiller and moss treatment when weather permits to rear area and side of hall. GW to instruct committee on use of fire extinguishers at meeting in March. AR asked if there was a designated member of the committee who could work with her to let people into the hall, and have keys returned to after hiring the hall. LW-M and HC had been to see the householder whose tree was nearly touching the electrical supply to the hall- some branches have been trimmed but may need more radical cutting(in hands of householder).
16. **Date of next meeting :** AGM 14th January 2020 at 7.30pm in Jubilee Hall followed by committee meeting. HC to publicise as usual.

Meeting ended at 8.35pm

HC 27/11/2019