

**Minutes of the meeting of the Jubilee Hall Committee held on 14<sup>th</sup> January 2020 after the AGM in the Jubilee Hall.**

**Present:** LW-M, HC, PV, SG, AL, JB, GW, MS, and SD was welcomed to the committee.

1. **Apologies:** LS, AR.
2. **Election of Officers:** LW-M was nominated as Chair, AL as Vice Chair, HC as Secretary, and AR as Bookings Officer by SD, seconded by GW. LS nominated as Treasurer by JB, seconded by SD, voted unanimous. Thanks given to LS for stepping in to post of Treasurer at short notice.
3. **Minutes of meeting held on 26<sup>th</sup> November 2019:** Signed as correct.
4. **Matters arising:** Electrical certificate from Husseys has arrived (copy in file in kitchen). Ladder purchase – ongoing. Voucher for Big Screen delivered to Mrs Cheasley. PV has update of plan of Hall in hand. Curtains have been sprayed with Fire Retardant, date labels attached to curtains and certificate placed in file in kitchen. A sprayer has been purchased for future use, labelled and now on shelf in chair store. Cable covers- after discussion agreed that JB would purchase some mats to use as cable covers. Moss and weed killer done on paths. Fire extinguisher training to be done at next meeting. No volunteer to help AR with opening and closing hall, agreed to leave as at present with AR to ring round to see who is available, all willing to help on this basis. The large tree at the back of the Hall needs looking at again.
5. **Correspondence:** Phone call from Mrs Cheasley thanking us for Voucher which was much appreciated. LW-M had a phone call from A Look offering some old photographs of Ditchat Church and a book which could be auctioned. LW-M to accept, have a look and find a home for them (suggestions of Roger Yeoman and Church tower, or Church rooms, or archives L Hughes).
6. **Treasurer's report:** Monthly statement circulated, all happy.
7. **Maintenance:**

Floor repair	In hand
Shelf in cupboard	In hand
Ramp to exit door and disabled bay marking	In hand waiting for suitable dry spell
Hook to hold front door open	Needs re-attaching.
Fuse box cover in kitchen	To be re fitted
Emergency door panic bar loose	HC to contact Valley Home Improvements

The ceiling fans have been inspected, the noisy one has a bearing that is going but they are safe as secured to a joist.

The boiler recorded a fault and was not working last week LW-M contacted engineer who instructed her on what to do, now working.(Service booked 4<sup>th</sup> Feb)

Request for light outside front door – MS and GW looking into this.

PV to check hearing loop is working.

8. **Safeguarding** – Carried forward to next meeting.
9. **Health and safety Risk Assessment update-** JB still working on this. HC to send copy of risk assessment for kitchen to JB for comments, copy in file in kitchen.
10. **Annual Insurance:** LW-M drew attention to this year's premium, slight increase in line with inflation on last year. Locked into policy until 2021 (was a three year agreement). Noted

that if a Bouncy Castle is used for parties then user should ensure own cover (AR aware of this when hall booked).

- 11. Sound system audit:** LW-M had been contacted by Audio Visual offering to do a free audio visual audit of the hall and then they would make some suggestions for improvements to the hall. After discussion decided not to go ahead.
- 12. Glastonbury:** We have been invited to steward again this year at Bengrove Farm , longer hours from 8am Tuesday 23<sup>rd</sup> June until Monday 4pm 29<sup>th</sup> June. The extra shifts will give more money and an extra ticket which can be exchanged for cash if wished. LW-M asked if we were willing to do duties, all agreed. LS has agreed to take over organisation this year and is happy to work on basis that a 24hour of shifts including one night shift is worth a ticket. To ensure enough volunteers suggested that a notice be put in Big Screen newsletter inviting applications from local people, as we need to ensure we “know” the people doing the shifts. GW to put in February newsletter. Option for LS to use Events @ for correspondence. Action GW to set up password.
- 13. Maintenance/ Improvement proposals:** Tarmac at back of Hall area from the edge of the side road to the paved area. Quotations to be obtained, suggestions R Yeoman, Mark Curtis, R Penny.  
Replacement of tables as many very lumpy – they are Go Pack( about £100 each) HC and LW-M to count up what is needed GW proposed go head and purchase, SG seconded – all in favour.  
Some form of controlled heating for Annexe as it is very cold. Suggested that a loft hatch be fitted to restrict cold air movement and a door fitted between Annexe and store area at rear of stage. MS and GW to organise with SG. (Then possibly look at thermostatically controlled electric radiator if necessary).  
Redecoration of paintwork in Hall below rail and windowsills then sealing round edge of floor. Quotation to be obtained.  
SD mentioned automatic watering system for baskets at front of Hall, bring quotation to next meeting.  
Floor needs re-sealing MS to order more sealant, possibly do on Saturday 28<sup>th</sup> March – to be confirmed.
- 14. AOB :**AR suggested do not hire out tables and chairs as make little money. Tables damaged by water when hired out. All agreed to stop outside hire.  
Ditchat Big Screen, poor turnout for last film 29 tickets sold at profit of £42.25, but £97.50 made on bar. HC to send thank you note to Kirsty Senior for her work doing the bookings on the web site. SD offered to help GW and PV to set up for films in future after training.
- 15. Date of next meeting :** 31<sup>st</sup> March at 7.30pm in the Hall.(change of date)

Meeting ended at 8.55pm