

# Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31<sup>st</sup> March, 2012

(Registered Charity No: 246762)

Presented at the Annual General Meeting held on 11th June 2012 at  
6.00pm

*This report was approved at the Committee meeting held on 30<sup>th</sup> April  
2012 for presentation to the Annual General Meeting of the Jubilee  
Hall.*



*Fund raising is an important part of the Jubilee Hall Management Committees role. This year they sponsored and organised a Chinese New Year Celebration, which was very popular. It raised over £500 for Jubilee Hall funds. The children of Winsham School designed and created the Dragon Mask for the event.*

*Detailed information concerning administration of Jubilee Hall can be found at the end of this report, and on the Winsham Parish Web Site-  
[www.winsham.org.uk/jubileehall](http://www.winsham.org.uk/jubileehall).*

## **Introduction**

*In a year when financial crises around the world seems to have dominated the media, resulting in much 'belt tightening' in most walks of life, it seems appropriate to consider the financial performance of the Jubilee Hall in these difficult times.*

Transparency of the Hall's financial affairs has been routine for many years, and anyone can examine the detailed financial statements produced annually, by visiting the Jubilee Hall pages on the Winsham Parish Web Site, where reports dating back to 2004 can be seen. Earlier reports can be seen on application to the Hon. Treasurer, Philip Kershaw.

***The Management Committee's responsibility and principle aim is to ensure that the Jubilee Hall is available to our community, at as low a cost as possible, consistent with it being a high quality resource, and ensuring that the hall is maintained so that it will continue to be available to the Parish for many years to come.***

We have looked to the Annual Accounts to see if we are achieving this objective. We compared our performance with the year 2005/6, the last full year of operation, before figures were disrupted by the major renovation undertaken between July 2006 and January 2007, when the hall was closed.

Concern was expressed by some village organisations at the time that the newly renovated and greatly modernised hall would result in higher charges to users, especially the many small groups that make up much of the social life of the parish.

At that time the Committee gave the undertaking that this would not be the case at least in the foreseeable future. The revenue from hall hire in 2005/6 averaged £ 3.64 per hour, based upon 1563 hours of use. In the year just ended the average cost of hall hire is £4.23per hour, based upon 1150 hours of hire. Adjusted by inflation (RPI) £3.64 is now valued at £4.11p of purchasing power in 2010(which is as near as we can accurately establish)\*. Despite a reduced 'use of hall' figure (26% lower than the 2006 value) and big increases in heating oil prices during the period, we are running very close to holding costs down to parity with inflation levels. Crude oil prices increased by 38% from 2006 to 2011 \*\*.

## **Controlling Costs**

Hire charges have to relate to operating costs. We divide these into three broad categories: Day to Day Expenditures, Improvement & Maintenance, and Major Repairs and Renovations.

### ***Day to Day expenditure***

Costs such as insurance, fuel oil, electricity, water & sewerage, cleaning, and small unclassified expenditures fall into this area. Without these the hall could not operate.

Needless to say we keep these expenditures under regular review. Our objective is to keep them broadly in line with the total revenue from hall hire.

### ***Improvement and maintenance***

The Committee also has a responsibility to maintain and improve the facilities of the hall. To do this we differentiate between ‘maintenance’, and ‘major renovations’ which will inevitably arise every decade or so.



***Fencing off the garden area was a safety issue and a maintenance cost.***

We meet maintenance costs from fund raising efforts and donations.

In the year that has just ended we spent £2639 on such items as a dishwasher, new fencing for the garden area, painting of the exterior wood surfaces of the

hall, various plumbing and electrical tasks, and the mandatory safety testing of the electrical system.

***Major renovations***

The ‘major renovations’ category when it arises in the future, will have to be met from specific fund raising and grants. To attempt to make serious provision for these inevitable but unquantifiable events would mean that the hire charge would have to increase to totally unacceptable levels. Sometime in the next twenty years or so here will probably be a need for major renovation to the roof’s supporting timbers. Hopefully by that time the current economic problems will have passed, and Local Authority grants will be available to help future generations of management meet such problems, whatever they are, just as this generation successfully faced the problems of the first decade of this century.

**Booking Report**

The reduction in use of the hall mentioned above is of concern. The root cause for the drop in the hours of hall use dates back to the decision of the Pre-School Group to relocate from the hall to Winsham Primary School – under some pressure from the County Council at the time the renovation work was being carried out. At that time (2006) this user represented 36.7% of the halls revenue, and rather more of the hall’s use, due to the special low hiring rates they were paying.

The move has clearly worked well for the pre-school group and in our view it has also been to the benefit of the Jubilee Hall, despite the financial problems it caused for a year or so, following the reopening of the hall after renovation. It enabled many more peak use hours to be available to the general community.

**The annual figures for booking over the years since the re-opening of the hall are as follows:-**

<b>2005/6</b>	<b>1563hrs</b>	
<b>2006/7</b>	<b>Hall closed for six months</b>	
<b>2007/8</b>	<b>1030hrs</b>	<b>-533hrs</b>
<b>2008/9</b>	<b>1451hrs</b>	<b>+421hrs</b>
<b>2009/10</b>	<b>1295hrs</b>	<b>-156hrs</b>
<b>2010/11</b>	<b>1091hrs</b>	<b>-204hrs</b>
<b>2011/12</b>	<b>1150hrs</b>	<b>+59hrs</b>

Not surprisingly, we have never really fully recovered to the 2005/6 level of booking, but we have succeeded in offsetting its financial effect by a robust approach to sponsoring new activities and fund raising events. However, it is hoped that with the increase in last year's figures, the fall in level of bookings has bottomed out, and will now stabilise and hopefully improve.

Through these difficult times it is good to be able to report that the nine regular groups that were using the hall last year have continued to do so. They are as follows:-Ki Aikido Juniors/Adults, Pilates, Art, Yoga, Ballroom Dancing, Bridge, Parish Council, WI, Reading Group. Importantly no one user now dominates the use of the hall, as was the case prior to 2007/8, when three users accounted for 69% of the hall's revenue.

The efforts of those who organise these groups, together with those members who support them, is appreciated. It is the regular groups that provide the backbone of the bookings calendar. Organisations that use the hall for meetings, one off courses, social and recreational activities and fund raising also bring in valuable revenue, as do private bookings for, parties and family celebrations. All of these add diversity to the bookings timetable which we regard as very important.



*Themed supper events are very popular-tickets are often sought after*

Included in the above figures are the Jubilee Hall sponsored events. In the year just past, these are the regular Yoga courses, a Heritage evening, and two

themed suppers. They increase the hours of use figures, and add considerably to the revenue earning capacity of the hall, as identified in the Annual Accounts. *Greater use of the hall by our community would improve financial reserves, but it should be recognised that the size of the community we serve limits what can be achieved. Winsham is fortunate in having other community resources, such as the school, 'The Bell', the churches, and the Sports and Social Club, which gives choice to organisations wishing to arrange events. This is to be welcome, especially as a good spirit of cooperation exists between all.*

## **Financial Report 2011/2012**

*The context of the accounts and some of its main items have been referred to in the Introduction. The full picture can be seen in the accounts for the year that are attached to this report. Comparison with previous years can be made by reference to the Jubilee Hall section of the Winsham Parish Web Site. The following are observations that may be helpful in interpreting these figures, and putting some items into context.*

It is important that the Hall remains affordable to even the smallest of village organisations. Jubilee Hall is unusual in that it still accepts bookings by the hour, and not, as is the case with many village halls, by a defined two or three hour session. In winter, it is likely that this policy actually allows uneconomic bookings to be taken, as the hall still needs to be heated prior to use, and the heating surcharge only relates to the time booked for use.

### ***Expenditure items***

It will be seen in the accounts that the telephone/broadband connection has cost £358. This is due to a long term contract for a broadband service that was not put to the volume of use for which we had originally hoped. Through the Community Council of Somerset Village and Community Halls Committee (of which one of our Committee Members is Chairman), approaches have been made to BT to review its treatment of village halls for broadband services, and reduce their cost by a substantial margin. Meanwhile we have terminated our broadband service. We are continuing to maintain a land-line based telephone service at the hall, due to the uncertain reception for mobile phones in the village.

The reduced cost of insurance is a direct benefit of the hall holding Hallmark Certificates 1, 2 &3- a hall management proficiency standard operated nationally.

Overall ‘day to day’ operating expenses are some 17% lower than in 2010/2011, but in some part this will be due to levels of the fuel oil stock held at the end of each of the two financial years. This problem has been referred to in earlier annual reports.

The **‘Improvements and Maintenance’** area of expenditure is also lower than in the previous year, totalling £2,639 compared with £3,360. Nevertheless a considerable number of items are contained within this, including the installation (for the first time) of a dishwasher in the kitchen area, the painting of the exterior wood surfaces of the hall, a new fence for the garden area and the now mandatory Electrical Safety certificate, that requires a full inspection of the hall’s electrical system, every five years, by a suitably qualified electrical contractor.

As a matter of general interest, an item of expenditure in this section of our budget purchased and installed some two or three years were the high level circulation fans. By breaking up the natural convection currents that



were causing the warmth generated by the heating system to rise to the ceiling they are reducing our fuel costs and proving to be popular with hall users. An added bonus is that in the summer they keep the hall comfortable by keeping it cool. This is achieved by reversing the pitch of the fan blades.

### ***Income***

With regard to Hall income it remains very similar to the pattern of previous years. Hall hire, although down in terms of hours, with the help of the heating supplement, has been able to maintain its contribution to income. Revenue was also helped by the 2012 Lottery income and two themed evenings and the standing order donations. Without this additional £2,766 of fund raising, the Hall’s financial position would be seriously compromised, making it impossible to improve and maintain the hall, for the benefit of its users.

***Part of a wall that needed to be rebuilt due to deterioration. The planned Diamond Jubilee Gate will be situated here***

## **Things to know about the Jubilee Hall...**

### **Trustees & Officers**

Paula Bramley Ball, Chloe Besley, Marjorie Fowler, Sarah Gleadell (Secretary), Norman Good, Janet Hendon, Karen Hodgson, Philip Kershaw (Treasurer), Kate Langridge, John Sullivan (Chairman), Sandy Wells (Booking Secretary)

### **Sources of Advice & Support**

**Bankers:** NatWest, Fore Street, Chard

**Surveyor:** R. Wells, FRSA, Church St; Winsham

**Accountant:** M.Parsons, FCA, Mitchams, Corn Exchange, Ilminster

**Community Council for Somerset, Taunton, Somerset**

### **Governance & Appointment of Trustees**

The Jubilee Hall was built for the village as a Reading Room in 1887. In 1904 it was gifted to the village. It was administered by Winsham Parish Council until 1965, when it became a charitable trust. It is managed under the Trust Deed dated 15<sup>th</sup> September 1965.

#### **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. Nine trustees are elected at the Annual General Meeting held in June: each trustee serves for one year however they are eligible to be re-elected. In addition, each regular user group nominates one trustee. The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 3 further trustees on an annual basis.

#### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

1. Health & Safety
2. Hiring of Hall
3. Equality & Diversity

4. Broadband & provision of Public Access
5. Concerns and Complaints procedure
6. Financial Policy

### **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

### **Licences**

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the PRS/PPL for live and recorded music.

### **Risk Management Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster (£500,000 cover). It is insured with the same company with respect to contents (up to £100,000) public liability (£5,000,000) employers' liability (£5,000,000), Contents (£20,000) and legal assistance. The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### **Building Issues**

1. A building condition survey is undertaken at 5-year intervals by a qualified surveyor
2. The mains electrical installation is checked by a qualified engineer every 5 years.
3. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.
4. Fire fighting appliances are inspected annually under contract with the supplier.
5. Volunteers from the Committee carry out other regular maintenance checks.

## **Objectives of the Charity**

1. Provision of a village hall for the benefit of the inhabitants of the Parish of Winsham without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
  
2. Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

**The Constitution Document, together with many other items relating to the management of the Jubilee Hall, including minutes of committee meetings, can be seen on the Winsham Parish Web Site:**

**([www.winsham.org.uk/jubilee hall](http://www.winsham.org.uk/jubilee%20hall))**

Sources: \*<http://www.measuringworth.com/ukcompare/result.php>

\*\*[http://inflationdata.com/inflation/inflation\\_rate/historical\\_oil\\_prices\\_chart.asp](http://inflationdata.com/inflation/inflation_rate/historical_oil_prices_chart.asp)