

Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU
Annual report for the year ending 31 March, 2019
(Registered Charity No: 246762)

ANNUAL REPORT 2018/19

**Presented at Annual General Meeting held on Monday 24 June 2019
at 6.00 pm, at the Jubilee Hall.**

*This report was approved at the Committee meeting held on Monday 10th June 2019 for
presentation to the Annual General Meeting.*



The Winsham Street Fair Committee made full use of the Jubilee Hall's facilities at a recent 'BIG BREAKFAST' fund raising event.

Introduction

In recent years, our Annual Report has concentrated - as an Annual Report should - on the Jubilee Hall's activities during the preceding year as well as stating our aspirations for the future. Our activities will be covered later in this report, but this year we will start by describing our ongoing policies and methods in the management of the hall, which apply to everything that the Management Committee does for the benefit of the residents of the Parish of Winsham.

First of all we follow the mandate set out in our Constitution:

(The Jubilee Hall)...shall be held upon trust for the purposes of a village hall for the use of the inhabitants of the Parish of Winsham without distinction of sex or political, religious or other opinions.

Our Trustees are currently ten in number, all of whom are unpaid volunteers. They are a mix of elected village representatives and representatives nominated by the larger village organisations. For practical purposes they meet as a group under the name of the 'Jubilee Hall Management Committee'.

On a day-to-day basis, the Jubilee Hall is managed by four officers, elected by the Trustees from their number - ***Chairperson, Secretary, Treasurer and the Hall Booking Secretary.***

The Jubilee Hall Management Committee is guided by certain principles

- Total transparency in all our actions.
- The objective of keeping the cost of hire to the minimum whilst maintaining good standards of comfort and utility.
- Maintaining the fabric of the hall in good order, for the benefit of present and future generations,
- Maintaining strict financial standards, avoiding debt unless temporarily necessary for maintenance or improvement of the hall's fabric

The general approach to these guiding principles, in financial terms, is as follows:

- Hire charges cover basic day-to-day running costs - cleaning, energy, insurance, etc
- Fundraising efforts, such as the Jubilee Café, the Jubilee Lottery, etc help to meet the cost of day-to-day ongoing maintenance
- Major refurbishment or repairs are met by specific fundraising and grants.

We believe that fulfilment of our guiding principles is evidenced in the following ways:

1. Full details of our constitution, membership of the Management Committee, and minutes of all meetings of the committee can be found on the Winsham Parish Website, Jubilee Hall section, along with details of our operating policies, Annual Reports and Annual Accounts. (Click [HERE](#) if you are reading this report on-line.

2. Our Hire charges are among the lowest in Somerset.
3. Those who hire and use the Hall express complete satisfaction with the facilities and general utility of the hall.
4. The Jubilee Hall's financial position is sound, without carrying an unnecessary surplus
5. Hall bookings increase year on year, to the extent that we are on the verge of reaching the point when we may need to consider the possibility of extending the hall to increase storage space and to house smaller events and meetings.

John Sullivan-Chairman

Jubilee Hall Bookings Report 2018 / 2019



The newly formed Ukulele group entertaining at the Christmas Concert, which followed the lighting-up of the Christmas Tree.

The hall has had another very busy year and has once again provided a wide range of groups and activities for the residents of Winsham and the surrounding area. The total hiring hours for the year were 1,739 – an increase of 89 on the previous year.

Hall booking levels for the last 5 years

| | |
|-------------|------|
| 2014 – 2015 | 1129 |
| 2015 – 2016 | 1459 |
| 2016 – 2017 | 1580 |
| 2017 – 2018 | 1650 |
| 2018 – 2019 | 1739 |

Looking back at the hours for the previous year it is surprising that this year – yet again – there has been a substantial increase.

As Bookings Secretary, what comes readily to mind is the consideration, co-operation and flexibility of regular users who are always willing to be adaptable and make way for one-off bookings that are important to the village. I would also like to add here how users – without exception – take the time and trouble to care for this valuable resource and leave it clean and tidy. Our thanks go to the Shop management who are invaluable in helping me manage the distribution and collection of keys for hall users.

Groups that meet regularly in the hall:

Weekly

- My Ballet x 3
- Aikido x 2
- Dancing Dragonflies x 2
- Stretch and move
- Pilates
- Yoga
- Tai Chi
- Mature Movers
- ad hoc Group
- Bridge
- Babies and Toddlers
- Language
- Private Dancing
- Table Tennis
- Ukelele

Monthly:

- Art 2/3 times
- Parish Council
- Jubilee Café

It is thanks to these regular bookings - which form the backbone of activity in the hall - that we are able to keep the hire charges low.

Additional Bookings

The additional bookings add further interest and enjoyment - reaching an even greater number of people, and these have been many and various.

The Horticultural Society arranged a series of interesting talks and the Art Group held their annual exhibition. The School / Pre-school held their annual fundraising bingo evening and the PCC organised a Lent Lunch to raise funds for the Church's chosen charity. A very successful and well attended 'Big Breakfast' was organised by the Street Fair Committee to raise funds for next year's Street Fair. An all-afternoon Bridge Event was organised by the Bridge Group to raise funds for the hall – this proved to be a very enjoyable and successful occasion which may well become a yearly event. To help raise funds for their yearly Horticultural Show, the Horticultural Group held their annual Plant Sale.

Children's parties are always popular in the hall as are family celebrations. The hall was even hired out on Christmas Day for a family all-day get together.

A Celebration of the Life of Peter Duffell – the film and TV producer who had lived in the village for a number of years - was held in the hall. Our equipment was invaluable for this important event, enabling a film to be shown, with live musical accompaniment provided by a renowned musician.

The Street Fair used the hall on Street Fair day and later in the year the outside space was used by Derbyshire's Estate Agency who gave free valuations and advice to residents.

The PCC held their Annual Harvest Supper with entertainment, and they organised a very successful lunch following a church service attended by the Bishop.

The school PFA organised a 'School's Out' disco to mark the end of term and there were two Summer Dragonfly Workshops for the Pre-school and Primary School children.

The Parish Council held a Remembrance Day tea to follow the Church Service and this was a hugely successful event – it was accompanied by an exhibition of

war memorabilia and information. People really valued the opportunity to find out about the lives of the men on the Roll of Honour – which is read out every year during the Church Service. The exhibition was so popular it was enlarged and held again in the main hall the following weekend.

Emma's Emporium was a great success and once again 10% of the takings went towards charities in India supporting education for girls.

The School held their end of term entertainment in the hall and the Winsham Players' performance after the lighting of the Christmas Tree, which took the form of a revue, was extremely entertaining and gave the opportunity for some newcomers to the village to make their debut.

There was a free DVD showing of Penny Pargiter's 2008 pantomime. The concert featuring the Hinton Singers, held to raise funds for refugees, was a sell-out and enjoyed by all who managed to get a ticket.

All this activity in the hall is only possible because of the strong support from the community of those who organise and run the groups and events.

Sandy Wells -Hall Booking Secretary



The Harvest Festival Supper is a regular event in the Autumn

Treasurers Report 2018-19

Once again this year has seen no major expenditure and we have been able to increase our monies in the Bank.

Our current account, as at 31 March, stands at £13,205.57 up from £8,915.93 and our reserve account is £8,196.80 up from £8,186.68. We have gained a little more in interest this year but there seems little point in moving monies between accounts at the moment.

The big gain this year has been our record uptake on Lottery ticket sales up from £1,600 to £1,990.

Once again our expenditure for the year is less than the previous year by £300, so we are maintaining a strong control of our costs although all our utilities costs - telephone, water and electricity - have increased. Electricity is now by usage rather than unit cost as we agreed a fixed price deal with EDF.

On the revenue side, most of the streams have stayed much the same as last year, although our continued organisation of Yoga has given an increase of about £800. We have also benefitted from revamping the Marketplace on the Winsham Parish Web Site and continue to have 30 advertisers

We have ended the year with a surplus of £4,763.24 and can be justly pleased that our policy of holding down the hiring charges compared to other similar Halls enables us to enjoy increased bookings and hence fulfil our requirement that the hiring rates cover the costs of day-to-day running costs.

Bryan Goodman-Treasurer

[The Accounts for the current year are attached or Click HERE](#)

Things to know about the Jubilee Hall...

The Jubilee Hall has held the Hallmark Three Award -the top level for good management, awarded by the Community Council for Somerset, since 2008

Trustees & Officers

Paula Bramley Ball, Chloe Besley, Marjorie Fowler, Sarah Gleadell (Secretary), Norman Good, Bryan Goodman (Treasurer), Terry Goodman, Karen Hodgson, John Sullivan (Chairman), Sandy Wells (Booking Secretary)

Sources of Advice & Support

Bankers: NatWest, Fore Street, Chard

Surveyor: R. Wells, FRICS, Church St; Winsham

Accountant: M. Parsons, FCA, c/o Mitchams, Corn Exchange, Ilminster

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 September 1965.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. Trustees are elected at the Annual General Meeting held in June: each trustee serves for one year; they are eligible to be re-elected. Each regular user group nominates one trustee. In addition, three Village Representatives are elected. The trustees form the Management Committee of the Village Hall and have 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. Concerns and Complaints procedure
5. Financial Policy
6. Child Protection
7. Data Protection

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 terms and 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 and legal assistance (£20,000). 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 & Maintenance 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:

<http://www.winsham.org.uk/Jubilee%20Hall/JUBILEE%20HALL%20INDEX.htm>