

Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31st March, 2017

(Registered Charity No: 246762)

Presented at the Annual General Meeting held on Monday, 3rd July, 2017 at 6.00pm, at the Jubilee Hall.

This report was approved at the Committee meeting held on Monday 8th May 2017 for presentation to the Annual General Meeting.



A Charity Christmas Concert held at the Jubilee Hall in December, in aid the 'Save the Children' Syria Appeal raised £450. It was organised by two families, one of which lives in Winsham.

Introduction

The year 2017 marks two significant anniversaries. The first is the 130 years since the Hall was built as a Reading Room for the benefit of the villagers of Winsham by Lord Bridport, in celebration of the Golden Jubilee of Queen Victoria's reign. It did not become an outright gift until 1904.

The second significant anniversary is that ten years have passed since the Jubilee Hall was reopened, after being closed for six months for a major

renovation costing some £100,000, which - among other things - involved the complete renewal of the floor of the main hall.

Both are covered in some detail on Winsham Web Museum

www.winshamwebmuseum.co.uk.

Both anniversaries are relevant to the business of managing the hall. The first is the age of the hall. Despite being 130 years old, the fabric of the hall, including the roof, is believed to be sound. The hall also offers most of the conveniences of a more recently constructed hall. New windows have been fitted to the hall since the renovation, with the four main windows to the front of the hall being replaced within the last three years, greatly improving both the appearance and the thermal efficiency of the hall.

In the next financial year it is intended to carry out a major refurbishment of the currently poorly fitting Emergency Exit doors leading from the main hall to Church Street. When this work is completed the Management Committee will have finally achieved its objective of making the hall, despite its high vaulted ceiling, a warm, draught-free venue, comfortable, regardless of the weather outside, while keeping the cost of heating the winter months as low as possible.

The second event to be celebrated, at first sight may not seem all that significant. However it marks for the Hall committee, the end of a ten-year struggle that, perversely, started on the opening day of the rejuvenated hall in January 2007. A shadow cast across the celebrations that day was the knowledge that the Hall had lost its largest customer, Winsham Play School, representing a third of its hire income.

In this current year we have at last restored our booking levels to the 2006 level. In 2005/6 (the last full year before closure) 1563 hours were booked; in 2007 the hours booked were 920; in 2016/7 the total hours booked were 1580.

It should be made clear that Winsham Play School, whose transfer to the Winsham Primary School premises were not in any way to blame-nor was the Jubilee Hall! Local Authority policy was to move Play Schools into Primary School premises, and it made sense in terms of the children's well being and hard economics for the Local Authority.

It also presented opportunities for the hall and the community. The Play School occupied the hall on four mornings a week, and totally dominated the use of the very limited storage space that the hall had at its disposal, which worked to the disadvantage of the community in general.

The available booking space was slowly filled, and the effects of the financial shortfall was offset by regular and successful fund raising events; the management committee also 'sponsored' events such as Yoga, and IT training to gain extra revenue, all of which proved very successful. But it took ten years to restore the 'status quo'. All this was achieved without changing the hire charge to parish residents (apart from the introduction of a winter heating surcharge when energy costs surged a few years ago-and subsequently maintained). During this period an additional £25,000 was also spent on further renovation, partly provided by grants.

The task of managing the hall for the benefit of present and future users of the hall continues. Bookings largely depend on the ingenuity and dedication of our Booking Secretary. The hall is still able to squeeze in new hirers, but capacity for expansion in booking hours is not great.

The heavy task of maintenance continues. For example, in the current year we have spent over three thousand pounds on external redecoration, and this will have to be repeated every four or five years. Internal re-decoration also has to be carried out on a regular basis if standards are to be maintained. So the struggle continues, but against a background of tremendous support of the Winsham Community. Each year the Winsham Community supports the fund raising efforts. In this year it was to the tune of £2663, with its patronage of the Jubilee Hall lottery, dedicated fund raising events, such as the Jubilee Cafe, themed evenings and regular donations by standing order.

JUBILEE HALL BOOKING REPORT- April 2016/March 2017

The large increase in the total number of hours that the hall was used this year is strong evidence of the central role that the hall plays in the life of the people in Winsham and the surrounding area.

As can be seen in the chart below the total hours for this year far exceeded those in each of the previous five years.

Hall Booking Levels-2011-2016

2011-2012	1150hrs
2012-2013	1388hrs
2013-2014	1472hrs
2014-2015	1129hrs
2015-2016	1459hrs
2016-2017	1580hrs

It has always been the goal of the committee to maximise the use of the hall and in so doing replace the hours used by the pre-school booking after it relocated to the school in 2006

Hall Booking Level -2006/6 &2016/17

2005/6	2016/17
1,563	1,580

As can be seen from the above the total hours this year have, for the first time, even exceeded those of 2005/6 pre-refurbishment year when the hall was hired to the Winsham Pre -school every morning.

Our aim is to provide a varied programme of activities for all ages and interests, along with making sure that there is still some availability for additional one off bookings and special events.

These are the regular bookings

Groups that meet weekly

- My Ballet 4 sessions a week
- Aikido 2 sessions a week
- Private Dancing 2 sessions a week
- Pilates
- Yoga
- T'ai Chi
- Babies and Toddlers
- Table Tennis
- Mature Movers/Ad Hoc Group
- Bridge
- Language Group

Groups that meet monthly

- Art 2/3/times monthly
- Jubilee Café
- Parish Council
- Book Group

As you can see from the list we have almost managed to provide activities for all ages but sadly, although the hall is well equipped for such a purpose, the monthly youth group has not been able to re-establish itself due to lack of adult leadership.

Additional Bookings

Additional bookings have been many and varied and have included: Meetings, workshops and talks. These have often been enhanced with the use of our digital projector and sound system. The Horticultural Society invite speakers on a regular basis to talk on a variety of interesting subjects. The writer/poet James Crowden's talk called 'Literary Somerset was both entertaining and informative and was a fund raiser for the church. Judith and Simon Hill recently returned from Nepal and they gave two lively and thought-provoking talks about their voluntary work and living through the earthquake. One was accompanied with a soup lunch and the other with a curry supper. There was a number of Children's Parties and Family Celebrations often with the feedback that the hall is an excellent venue for such occasions.

The Pre-School held their annual bingo fundraising evening and successfully raised enough money to purchase a much needed summer house for the Pre-school everyday use. Winsham School held their Christmas Fair complete with sleigh and Father Christmas, a fund-raising quiz evening and their end-of-term Easter Tea Shop.

Marcus Fysh, the Yeovil MP, used the hall for the start of his constituency tour and there were two Polling days.

A gemmologist jeweller and general antique dealer from Budleigh Salterton gave the hall a try as a venue for a valuing and buying session. This was surprisingly popular and we hope to repeat it next year.

The Parish Council sponsored and organised a 60+ Driving presentation. The feed-back from this was excellent as people appreciated being able to refresh and update their knowledge, enabling them to have renewed confidence and to feel they could continue to drive safely for years to come.

Rosie Clampett organised a breakfast coffee morning to raise funds for the village defibrillator She also ran free training sessions for anyone wishing to

gain insight into how to use the defibrillator. Ella White, another enterprising young person, organised and ran a big breakfast to raise funds towards her forthcoming school trip to India.

A completely new initiative was 'The Pop Up Pizza' takeaway evening. The first evening was hugely successful but the second one was not so well supported and so sadly this has not become a regular event.

The church held their Harvest Supper with entertainment---three bin men spring to mind. Can't wait for next year's efforts. Other entertainment included Anne Cook's adaptation of one of the late Stella Abbey's plays into a radio play. This was a much-enjoyed free performance which followed the lighting of the Christmas Tree.

The Mature Movers /Ad Hoc group held their annual celebration with a meal cooked by group members. Great sing along entertainment was provided by Tony Meech and Ivor Hyde. There were two further excellent musical evenings. One was a fund raiser for Save the Children with excellent playing and singing provided by The Fabulous Fareys and the Awesome Orr-Ewings . The other was the memorable 'Stompers' jazz evening which was organised by the PCC, with proceeds going towards the church repairs All hugely enjoyable occasions that benefitted immensely from the facilities, acoustics and equipment in the hall.

As well as using the hall for the very popular Annual Art Exhibition the art group also provides the hall with pictures. These are changed regularly and generate much discussion and interest, and are for sale. We are reminded how much they enhance the hall and how much we enjoy them when the walls are left temporarily bare between hangings.

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

TREASURERS REPORT-April 2016/March 2017

The approved Accounts can be found at the end of this Annual Report. The Treasurers comments below reflect the views of the Management Committee.

All the above suggests a very satisfactory situation for the hall. However the Committee feels that while the finances of the Jubilee Hall are in reasonable shape, it would be wrong to suggest that financial circumstances are totally secure.

The ongoing worry is that with a hall that is now 130 years old there is always the potential for a major structural problem to arise, and it not unrealistic to expect some major work to be needed within the next two or three decades. However we do not know when, and what work will be needed, or what it will cost. The main area of concern is the roof, which due to difficulty of access, and the nature of its construction, makes close inspection impossible, without spending substantial amounts of money-difficult to justify in the absence of any symptoms that would cause concern.

In the shorter term, consideration must be made for redecoration of the main hall, the kitchen and committee room have already been redecorated. It seems that the most that a Management Committee can do is run the accounts of the hall on a year by year basis using the formula that annual running costs, and regular maintenance are met from Hire revenue and improvements, including new equipment are financed from Fund Raising, and any major expenditures in the future will have to be met in the same way as the emergency in 2006 was met-by specific fund raising and grants. This is why we say that the Hall's financial circumstances cannot be considered totally secure. We should also add that this policy is similar to that followed by all the previous Management Committees since the hall came into village ownership in 1904! And it is still flourishing! However, the older the hall gets the greater the potential problems become.

One way in which community members could help is to remember the Hall when preparing their Will. A bequest could be 'ring-fenced' in a major repair fund, and such bequests could be a significant help in maintaining one of the parish's most important resources.

Income

The Booking Secretary's report above referred to the increase in use of the hall, which when translated into revenue, became a significant increase of 10%, from £11023 in the previous year to £12136 in the current year. The extra income has

come mainly from the Yoga group which we continue to sponsor, and the ballet and ballroom dancing and aikido bookings.

The income from Fund raising was missing a themed evening but the continued success of the lottery which although we were hoping to hit 150 numbers sold managed to stay at a figure similar to last year despite some regular purchasers passing or moving away. The hard work of the Committee Members and other supporters who run the Jubilee Café on the third Thursday is to be applauded and this event is continuing to be very popular with the village community and is always well attended and in the current year contributed £485 compared to £439 last year, an increase of 10.5%

It is worth pointing out how hard the Committee has to work to continue to generate new fund raising ideas. It is a fact of life that a continuous stream of innovations is required to keep our community interested, and therefore supportive of initiatives. This brings its own pressures, but with it, a good deal of fun.

Expenditure

The control of expenditure is a constant battle, and because of inflation, one that it is almost impossible to win. However our expenses were roughly similar to last year being only increased by 2.7% although there will be an account from our electrical contractor for the electrical condition report ,which is required every 5 years, and the repair to one of the overhead fans which were budgeted to come into the year but has only just been completed and so will come from next year's accounts.

General maintenance was roughly the same year on year although you will have seen that we did carry out some repairs to the roof, put in safety handrails on the steps to the garden and generally tidied up the back walls and fences. All the guttering and fascias were repainted at the same time and the building now looks in very good condition.

Our utilities costs were Electric £508, Water and Sewage £306, Oil £446.15 (tank is now getting low so we will be ordering soon) and Telephone £567 (this has increased due to the installation of high speed broadband but will be covered next year by our agreed increase in rental charge to the Parish Council

for their office.

The new accounting spreadsheet system has worked extremely well this year and the accounts will shortly be sent to our auditor for his approval.



Jubilee Hall is regularly used as a Polling Station, and the increased revenue is always welcome. But it comes at a price. Sandy Wells is in the hall at around 6.00am to make sure everything is ready for polling to start at 7.00am.

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, Trevor Harris, 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 15th 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; 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

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>